



## Sign Permit Instructions

Wall signs, freestanding signs, temporary signs and many others require an approved Sign Permit from the City Planner. To be approved, the sign must meet the requirements of Article 1345 of the Zoning Ordinance.

1. Complete the Sign Permit Application.
  - a. List the contractors working on the project (all need to be licensed with the City and State).
  - b. Include the cost of labor and materials.
2. Submit the Sign Permit Application (make sure to attach additional documentation as needed) to the Zoning and Mapping Office.
  - a. Planning Technician: Keebie Gilkerson
  - b. Email: [gilkersonc@cityofhuntington.com](mailto:gilkersonc@cityofhuntington.com)
  - c. Phone: (304) 696-4438
  - d. Location: City Hall, Main Floor, Room 2
3. The City Planner will determine if the signage meets the requirements of the Zoning Ordinance.
4. Once approved, you will receive an invoice for the Sign Permit. The fee for the sign permit includes:
  - a. \$5 per sign that is under 100 square feet and \$10 per sign that is over 100 square feet.
  - b. Plus a \$20 Application fee
  - c. Plus a sliding scale based on the cost of labor and materials
5. The Sign Permit can be paid for in City Hall, Business and Licensing, Main Floor, Room 20.