



# INSPECTIONS AND PERMITS DIVISION

City of Huntington  
**Inspections and Permits**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, ext. 2003  
kilgorem@huntingtonwv.gov

## Building Permit Application

**Instructions:** Please complete the application and include the total cost of labor and materials. A \$20 application fee is included for all building permits. *Permits are valid for six (6) months.*

### APPLICANT INFORMATION

☐ General ☐ Property Owner ☐ Lessee ☐ Agent

Contractor Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### CONTRACTOR INFORMATION

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

COH Contractor License #: \_\_\_\_\_ Email: \_\_\_\_\_

Are subcontractors working on this project: ☐ Yes ☐ No If yes, complete Subcontractor List document

### PROPERTY INFORMATION

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Property: ☐ Yes ☐ No COH Rental General Business License #: \_\_\_\_\_

### PERMIT INFORMATION

<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<b>Residential:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family	<input type="checkbox"/> Commercial
<input type="checkbox"/> Renovation	<input type="checkbox"/> Excavation		<input type="checkbox"/> Industrial
<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> Repair		

Total Cost of Labor and Materials: \$ \_\_\_\_\_

### DESCRIPTION OF WORK

☐ Electric ☐ Plumbing ☐ HVAC ☐ Framing ☐ Roofing ☐ Other

Description of Work: \_\_\_\_\_

Square footage of structure: \_\_\_\_\_ Square footage of site: \_\_\_\_\_

### OTHER PERMITS

☐ Certificate of Occ ☐ Sign ☐ Right-of-way ☐ Special privilege ☐ Floodplain

**Article 1705.99 Providing false, incomplete,  
or misleading information on this  
application is subject to a \$500 fine.**

Building Permit Fee: \$ \_\_\_\_\_

Application Fee: \$ 20.00

Total: \$ \_\_\_\_\_

I acknowledge that the above information is true and correct to the best of my knowledge, and I agree to comply with all state, county, and city codes and ordinances.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_