



### **Demolition Permit Instructions**

To obtain a Demolition Permit please complete the following:

1. Complete Building Permit Application.
2. All structures must be tested for asbestos prior to demolition.
  - a. If asbestos materials are found, they must be removed in accordance with the Asbestos Abatement Licensing Rule West Virginia Legislative Rules Division of Health Title 64 Series 63 1998.
  - b. Additional information about asbestos testing and removal can be found by calling WVDHHR Bureau for Public Health Office of Environmental Health Services at: (304) 558-2981.
  - c. Written documentation regarding the removal and disposal of the material will need to be submitted to the Inspections and Compliance Division.
3. Contact the Building and Plumbing Inspectors for inspection of the property. The inspection will determine the necessary requirements to complete the demolition.
  - a. Division: Inspection and Compliance
  - b. Building Inspector, Scott Poston
    - i. Phone: (304) 696-4429
    - ii. Email: [postons@cityofhuntington.com](mailto:postons@cityofhuntington.com)
  - c. Plumbing Inspector, Jeff Bloss
    - i. Phone: (304) 696-5512
    - ii. Email: [blossj@cityofhuntington.com](mailto:blossj@cityofhuntington.com)
4. Verification that all utilities have been disconnected.
5. Verification of insurance.
6. A \$200.00 deposit is required.
  - a. Deposit will be refunded after the completion, inspection, and approval of the demolition.
7. Cost of the Demolition Permit:
  - a. Residential Demolition Permit is \$100.00
  - b. Commercial Demolition Permit is \$100.00 plus 5 cents per square foot.
8. Complete and submit the necessary documentation to:
  - a. Compliance Clerk, Melissa Kilgore
  - b. Division: Inspections and Compliance
  - c. Phone: 304-696-5905
  - d. Email: [kilgorem@cityofhuntington.com](mailto:kilgorem@cityofhuntington.com)
  - e. Location: City Hall, Lower Level, Room 5