



DEPARTMENT OF PUBLIC WORKS
Inspections and Permits
City Hall, P.O. Box 1659, Zip 25717
Phone (304) 696-4429

New Development Plan Submittal for Administrative Review Checklist

Plans submitted for a building permit will be reviewed in 2 stages. Stage 1 will be an administrative completeness review to check that plans are complete enough to conduct a thorough code review. Stage 2 is a substantive review which is a review for code compliance.

All applications must be filled out completely.

Planning Approval:

Applicant shall have approval document from the Planning and Zoning verifying that the Zoning Requirements have been met for this location. Planner will verify if the following reviews are required.

- Planning Commission
- Board of Zoning Appeals
- Historic Preservation Commission
- Floodplain

Water Quality Board:

- Stormwater Management
- Sewer Tap Application

Demolition Plans: *(if applicable)*

- Completed applications
- Testing and abatement verification
- Property inspection
- Verification of utility disconnection
- Verification of Insurance
- Demolition deposit

Construction Drawings: 3 detailed sets are to be submitted

- Site Plan
- Landscaping Plans
- Stormwater Plans for projects over 5000 sq. ft.
- Erosion and Sediment Control Plans for projects over 5000 sq. ft.
- Structural Drawings (International Building Code 2012)
- Plumbing Drawings (International Plumbing Code 2012)
- Electrical Drawings (National Electrical Code 2011)
- Mechanical Drawings (International Mechanical Code 2012)
- Fire Sprinkler System (Fire sprinkler NFPA 2012)
 - Submit to the WV State Fire Marshal for approval
- National Fire Protection Association (NFPA) Life Safety Code (2012)
- Architect or Engineer stamp is required
- A complete subcontractor list
 - Contractors and subcontractors will need to be licensed in the City and State (*See the Contractor and Subcontractor Requirements*)

Plan Re-Submittal: Changes to approved plans, if needed

- Description of changes being proposed to approved plans
- Field copy of “Approved Plans” is with plan re-submittal
- For structural changes, 2 sets of floor and/or roof truss specifications and structural calculations are included
- If adding new work, need to submit 2 sets of proposed new work along with a new application for new permit

Certificate of Use and Occupancy

- Building Permit Application
- Schedule inspections for approval

Business License (if applicable)

- Business License Application
- WV Business Registration Certificate
- Health Permit (if applicable)
- WV ABCA License (if applicable)
- WV ATF Permit (if applicable)
- Other regulatory agency approval: _____

Departmental Contact Information

Name, Title	Department	Contact
Sharon Pell, Business Services Advocate <i>*Advocate provides guidance through the zoning, permitting, and licensing process.</i>	Finance	Location: City Hall Room 15 Phone: (304) 781 - 8348 Email: pells@cityofhuntington.com
Breanna Shell, Planner	Planning and Development	Location: City Hall Room 2 Phone: (304) 696-4438 Email: shellb@cityofhuntington.com
Keebie Gilkerson, Planning Technician	Planning and Development	Location: City Hall Room 2 Phone: (304) 696-4438 Email: shellb@cityofhuntington.com
Melissa Kilgore, Inspections Clerk	Inspections and Permits	Location: City Hall, Lower Level, Rm 5 Phone: (304) 696-5905 Email: kilgorem@cityofhuntington.com
Sherry Wilkins, Stormwater Director	Stormwater	Location: City Hall Lower Level, Rm 12 Phone: (304) 696-4423 Email: wilkinss@cityofhuntington.com
Becky Bartlett, Assistant Revenue Supervisor	Finance: Business and Licensing	Location: City Hall Room 20 Phone: (304) 696-5959 Email: bartlett@cityofhuntington.com

Additional Contact Information

Agency	Contact
Huntington Sanitary Board	Location: 1217 Adams Ave, Huntington, WV 25704 Phone: (304) 696-5564 Website: http://www.huntingtonsb.com/
WV Fire Commission Office of the State Fire Marshal	Location: 1207 Quarrier St., (2nd Floor), Charleston, WV 25301 Phone: (304) 558-2191 Website: http://www.firemarshal.wv.gov/