



## FINANCE DIVISION

City of Huntington  
**Finance Division**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, option 4  
finance@huntingtonwv.gov

### Business License Application

In order to conduct business in the City of Huntington you must obtain a Municipal Business License. Any entity that requires a West Virginia Business Registration Certificate must get a Municipal Business License. The application may be obtained online at [www.cityofhuntington.com](http://www.cityofhuntington.com), contact the Finance Division at the address listed above, or in person at City Hall, Room 20, 800 Fifth Avenue.

A business license is valid for one year starting from July 1 and ending June 30. A business license renewal will be sent out around the first of June each year. All business licenses expire on June 30 of each year. Business license fees are not prorated.

#### **Below is a list of general information regarding the application process:**

- All applicants must have a valid West Virginia Business Registration Certificate prior to obtaining a City of Huntington Business License.
  - The WV State Tax Department is located at 1124 Smith Street, Charleston, WV 25301, phone (304) 558-3333, or online at [www.business4wv.com](http://www.business4wv.com).
  - For more information about the WV Business Registration visit:  
<https://tax.wv.gov/business/businessregistration>
- The fee for the General Business License is \$20.00.
  - Exceptions include real estate, and businesses selling alcohol or have video lottery.
- If you occupy a physical location within the city, you will need a **Certificate of Occupancy** to ensure the location is approved by the Planning Department for the particular activity being licensed.
- If you are working from your residence, a Home Occupation Permit is required. To begin this process, you may contact the Planning Technician at (304) 696-5540 (option 3).
- **Contractors and Subcontractors:** For faster processing, contractors and subcontractors will need to provide a copy of the WV Business Registration Certificate, WV State Contractor's License (if applicable), and Certificate of General Liability Insurance with the City of Huntington listed as the certificate holder.
- **Rental:** Any person(s) who furnishes a real property for lease or rent for any purpose, which includes Class 4 properties, is required to obtain a Business License and a Residential Rental Unit License.
- **Mobile Food Vendors** (Food Trucks/Carts) need to obtain a Mobile Food Vendor Permit from the Planning Department prior to obtaining a business license.
- **Outdoor Dining Permit:** The Planning Department reviews and approves applications for Outdoor Dining on the public right-of-way.
- A **Business and Occupation Tax Return** and **City Service Fee Form** will be mailed quarterly once the business license has been obtained.



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## Business License Application

**ATTENTION:** In order to conduct business in the City of Huntington you must obtain a Municipal Business License. Please complete all sections to expedite the application process. All applicants must submit a valid **West Virginia Business Registration Certificate** with the business license application.

<i>Office Use Only</i>
<b>Account Number:</b> _____

Business Data	
Business Name: _____	
Business Federal Tax ID No.: _____	SS No. (If no Federal Tax ID No): _____
Business Owner's Name: _____	Beginning Date of Business in Huntington: _____
Business Phone No.: _____	<b>WV State Tax Department</b> Business Registration Acct. No: _____
Business Location: _____	
<b>Mailing Address</b> (if different than business location): _____	
Inside City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Person for Tax & License Purposes: _____
Payroll Service Provider: Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Phone No./Ext.: _____
Name of Payroll Service Provider: _____	Contact Email: _____
<b>No. of Employees working inside city limits (include business owner):</b> _____	
Give a description of your business activity within city limits: _____	

Business License Category			
<b>Check applicable license category:</b>			
<input type="checkbox"/>	1	General Business License	\$ 20.00
<input type="checkbox"/>	75	Rental General Business	\$ 20.00
* If you own any rental property please complete the Real Estate Rental section on second page.			
<input type="checkbox"/>	11	Hawker/Peddler	\$ 20.00
<input type="checkbox"/>	79	General Business (Contractor)	\$ 20.00
<input type="checkbox"/>	27	Itinerant Vendor	\$ 500.00
<input type="checkbox"/>	28	Real Estate Broker	\$ 25.00
<input type="checkbox"/>	29	Real Estate Sales Agent	\$ 10.00
<input type="checkbox"/>		Street Artist License	\$ 20.00
<input type="checkbox"/>		Special Event License**	\$ 20.00
**Please also complete the Special Events, Fairs, and Festival application.			
<b>Liquor Retail Outlet (Includes General Business License)</b>			
<input type="checkbox"/>	62	Class A Store—Liquor License	\$1,120.00
<input type="checkbox"/>	63	Class B Store—Liquor License	\$1,120.00
<b>Private Club (Includes General Business License)</b>			
<input type="checkbox"/>	3	Less than 1,000 Members	\$ 620.00
<input type="checkbox"/>	4	More than 1,000 Members	\$1,370.00
<input type="checkbox"/>	5	Fraternal, Veterans, or Non-Profit Social Club	\$ 495.00
<b>Beer (Includes General Business License)</b>			
<input type="checkbox"/>	65	Brewery	\$ 520.00
<input type="checkbox"/>	6	Distributor	\$ 270.00
<input type="checkbox"/>	7	Dispenser or Club	\$ 120.00
<input type="checkbox"/>	8	Cold Package Carry-Out	\$ 120.00
<input type="checkbox"/>	9	Warm Pack Carry-Out	\$ 35.00
<b>ATTACH A COPY OF WV ABC LICENSE</b>			

**Type of Business Structure**

Sole Proprietor   
  Partnership   
  Corporation   
  LLC/PLLC   
  LP   
  LLP   
  Trust   
  Nonprofit

**Business Activity Classification (Check all that apply)**

*Proper classification of your business functions determines the correct Business and Occupation tax rate(s).*

Amusement   
  Contracting   
  Manufacturing   
  Small Loans   
  Utilities  
 Banking   
  Rental   
  Service   
  Retail, Restaurant   
  Wholesale

**\*Real Estate Rental Business Only\*  
(Attach additional sheet, if necessary)**

Property Address	No. of Units	Tenant		Check One That Applies	
		Business	Residential	City Refuse	Dumpster*
<i>Example: 800 Fifth Avenue</i>	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*Article 951** – Refuse collection services for all dwelling units within the limits of the City, exclusive of multifamily dwellings containing **5 or more units**, shall be provided by the City.

**Owner/Agent Contact Information**

Home Address: \_\_\_\_\_

Phone: (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_

Print Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payments**

<input type="checkbox"/> Cash	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Credit Card
Please check the applicable accepted credit card types: <input type="checkbox"/> Discover / <input type="checkbox"/> MasterCard / <input type="checkbox"/> Visa		
CARD NUMBER:		EXP. DATE:
SIGNATURE:		CVV:
<i>Make checks payable to City of Huntington</i>		<b>SHOW AMOUNT PAID HERE: \$</b>

**Please note:** A Business and Occupation Tax Return and City Service Fee Form will be mailed quarterly once the business license has been obtained.

OFFICE USE ONLY (Business Setup Checklist)
<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> Home Occupation
<input type="checkbox"/> B&O
<input type="checkbox"/> CSF
<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Amusement
<input type="checkbox"/> WVBRC
Completed By: _____
Date Issued: _____