



Certificate of Occupancy Instructions

A Certificate of Occupancy is required before any new building can be occupied or before an existing building can be used for a new purpose. This applies whenever a new business goes into an existing or new structure or there is a change of business owner.

- 1) Contact or meet with the Zoning Officer in the Planning and Zoning office to check zoning, discuss signage, and to complete the Certificate of Occupancy application.
 - a. Zoning Officer: Patricia Usher
 - b. Department: Planning
 - c. Phone: (304) 696-5540, opt 3
 - d. Email: usherp@huntingtonwv.gov or planningdept@huntingtonwv.gov
 - e. Location: City Hall, Main Floor, Room 2

- 2) Certificate of Occupancy will then be delivered to the Permit Technician for processing by the Zoning Officer.
 - a. Location: City Hall, Main Floor, Room 1
 - b. Permit Technician: Melissa Kilgore
 - c. Phone: (304) 696-5540 ext. 2003
 - d. Email: kilgorem@huntingtonwv.gov

- 3) Pay for the Certificate of Occupancy in Business and Licensing.
 - a. Location: City Hall, Main Floor, Room 20
 - b. The cost of the Certificate of Occupancy permit is \$75.00.

- 4) Schedule Inspections: Contact the Permit Technician to schedule inspections.
 - a. The Inspectors will inspect the building in accordance to the 2015 International Building Code to determine if the structure meets the appropriate codes for the intended use.
 - b. Department: Public Works, Inspections and Permits Division
 - c. Location: Inspectors -- City Hall, Lower Level, Room 5 (**Appointments are scheduled in Room 1**)

| | | | |
|------------------------------------|----------------|-----------|--|
| Building Inspector: Jeff Bloss | (304) 696-5540 | ext. 2205 | blossj@huntingtonwv.gov |
| Electrical Inspector: Joey Black | (304) 696-5540 | ext. 2206 | blackl@huntingtonwv.gov |
| Plumbing Inspector: Chris Johnson | (304) 696-5540 | ext. 2209 | johnsonc@huntingtonwv.gov |
| Permit Technician: Melissa Kilgore | (304) 696-5540 | ext. 2003 | kilgorem@huntingtonwv.gov |
| Fire Marshal: Capt. Mat Winters | (304) 696-5540 | ext.4004 | wintersm@huntingtonwv.gov |

- 5) Upon completion of the inspections, a representative from Business and Licensing will contact you to pick up your Certificate of Occupancy.
 - a. B&O and Licensing Specialist: Becky Bartlett
 - b. Phone: (304) 696-5540 ext. 2314
 - c. Email: bartlettb@huntingtonwv.gov
 - d. Location: City Hall, Main Floor, Room 20

- 6) After your Certificate of Occupancy has been approved, you may apply for your Municipal Business License.
 - a. You will need to bring your WV Business Registration Certificate (other documents may be required).

- 7) You will be able to open for business once you have obtained a Municipal Business License.

Basic checklist

The following checklist is not inclusive, but is intended to aid the Business Owner in preparing for the inspection. Once you have verified that this list is complete, call to schedule your Certificate of Occupancy Inspections.

- 1. Address numbers are on building.
- 2. Install handrails on stairs.
- 3. All egress doors must operate correctly.
- 4. Electrical service adequate for the business.
- 5. Existing wiring suitable for intended use.
- 6. Assure that the existing system has no: overloaded circuits, damaged insulation on conductors, exposed live conductors.
- 7. Assure that the existing system's over-current protection is in good working order and junction boxes are covered.
- 8. GFCI Outlets within 3' of a water source.
- 9. No residential wiring (Romex) in a commercial setting.
- 10. Proper placement of exit lights. And emergency lighting.
- 11. Exhaust fans in restrooms.
- 12. Emergency lights and exit lights required. Must be in good working condition, if applicable, emergency batteries.
- 13. Fire extinguisher(s) must have current inspection certification.
- 14. Maintain a minimum 36" to 44" exit access. Distance will depend on size of exit doorway.
- 15. Maintain a minimum 18" clearance from top of storage to bottom of sprinkler head.
- 16. Maintain a 3 ft. area around electrical equipment.
- 17. Good housekeeping area around mechanical equipment.
- 18. Provide adequate handicapped toilet facilities.
- 19. Provide hot and cold potable water to all hand sinks.
- 20. Provide all necessary back-flow protection devices for all equipment connected to the potable water supply.
- 21. Provide a properly vented exhaust fan for all toilet rooms.
- 22. Any unused storage tanks must be removed, unless otherwise approved.

Additional Information

- A change of use requires the building or space to meet all of the most current codes for the new use.
- Please check with the Inspections and Permits Division for building code regulations.
- If you received a building permit, a final building inspection does not allow occupancy.
- No business should operate inside the city limits of Huntington without a valid Certificate of Occupancy.
- Certificate of Occupancy fees are not refundable.
- Certain business types such as restaurants, tattoo/body piercings, and day cares require a Health Permit from the Cabell- Huntington Health Department. For more information please visit <https://www.cabellhealth.org/environmental-services/> or call (304) 523-6483.

Division: Inspections and Permits

Location: City Hall, Room 1

| | | | |
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Inspections and Permits Division
 800 Fifth Avenue
 P.O. Box 1659
 Huntington, WV 25717

Certificate of Occupancy Application

Applicant Name: _____ **Phone:** _____

Property Owner: _____ **Phone:** _____

Business Name: _____ **Phone:** _____

Address (city, state, zip): _____

Business Owner: _____ Email: _____

Total sq. ft.: _____ Number of employees: _____ Anticipated occupancy date: _____

Describe business operations: _____

Previous use in building

Business Name _____ Business Type _____ Date previous use ended _____

Parking

Total number of off-street parking spaces: _____ Number assigned to business: _____

Number of shared spaces: _____ Total square foot area for public use: _____

Rental Property *(only for rental property owners)*

Number of units: _____ Bedrooms per unit _____

Are any tenant improvements currently proposed? Yes No

(If yes, a building permit application must be submitted)

Please check one of the following:

- New business at this site: New business and new location
- New owner of existing business: Same business location and same name with new owner
- New location for an existing business: Business has been in existence, but this is a new location
- Other: _____

I hereby certify that I am the business owner/tenant or authorized agent qualified to complete this application and the facts and declarations of intent set forth above are true and are intended to be relied upon by the established officials of the City of Huntington. I have also read and understand the Certificate of Occupancy Permit Application Instructions.

Signature _____ Date _____

| | | |
|---|-----------------|---------------------|
| Office Use Only: Zoning Requirements | | |
| Zoning: _____ | Parcel # _____ | Proposed Use: _____ |
| P / SP / NC | Section # _____ | Notes: _____ |
| Reviewed By: _____ | Title : _____ | Date: _____ |