



INSPECTIONS AND PERMITS DIVISION

City of Huntington
Inspections and Permits
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540

Contractor and Subcontractor Requirements

- 1) All General Contractors and Subcontractors will need to obtain a Huntington General Business License before conducting business in the city limits.
 - a. The Business License is \$20.00 per fiscal year (July 1 to June 30).
 - b. Forms can be found on the City of Huntington website at www.cityofhuntington.com.
- 2) You will need to provide the following documentation when applying for a business license:
 - a. A copy of your West Virginia Contractor's License from WV Division of Labor (if applicable).
 - i. Website: www.wvlabor.com
 - b. A copy of your Certificate of Liability Insurance.
 - i. Provide documentation showing the General Liability is at least \$300,000/\$600,000.
 - ii. The City needs to be listed as the Certificate Holder. Please include our mailing address: P.O. Box 1659 Huntington, WV 25717.
 - c. A copy of your WV Business Registration Certificate from the WV State Tax Department.
- 3) A copy of the official contract between the General Contractor and the person initiating the project must be provided with your building permit application.
- 4) General Contractors will need to provide a list of Subcontractors with their contact information when applying for a permit.
 - a. General Contractors are liable for Business and Occupation Taxes that have not been filed by their Subcontractors.
- 5) All Contractors will need to file a Business and Occupation (B & O) Tax Return.
 - a. Business and Occupation Tax is 2% of the gross receipts on labor and materials.
 - b. You will need to list your Project Name, Location, and Gross Income on the back of the return (Schedule C).
 - i. Completing the form will ensure the General Contractor will receive the B&O Tax Releases in a timely fashion.
 - ii. Make sure to indicate on the form if there is no reportable activity during the filing period and return by the due date to avoid unnecessary delinquent notices.
- 6) City Service Fee (CSF) will need to be withheld from employees' paychecks.
 - a. The fee is \$5.00 per week for every week worked inside city limits.
 - b. CSF is required to be collected for each employee for every week that the employee has worked inside city limits regardless of the amount of time worked each week.
- 7) General Contractors must submit a Request for Release for each Subcontractor once the project has been completed.

For additional information please contact:

City of Huntington:

Business and Licensing: (304) 696-5540 opt 4
Inspections and Permits: (304) 696-5540 opt 2
Zoning: (304) 696-5540 opt 3

State Agencies:

WV State Tax Department: 800-982-8297
WV Division of Labor: (304) 558-7890



FINANCE DIVISION

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

Business License Information

1. Register with the WV State Tax Division

- Obtain a **WV Business Registration Certificate**. Apply online: www.business4wv.com

2. Identify Zoning Requirements and Apply for Applicable Permits

- Make sure that the location of the proposed business is zoned for your business
- Email: planningdept@huntingtonwv.gov
- Include any needed permits:
 - Certificate of Occupancy
 - Home Occupation Permit
 - Mobile Food Vendor Permit
 - Outdoor Dining Permit

3. Apply for a Huntington Business License

- Apply online, in person (Room 103), or by mail
- Fee: \$20. Fee may vary based on business license type
- Once approved, your license will be mailed
- Licenses expire June 30 each year, and renewal notices are sent out no later than June

Additional Requirements by Business License Type

- **Contractors:** Submit WV State Contractor's License and General Liability Insurance (City listed as certificate holder)
- **Rental Property Owners (Tax Class 4 Properties):** Register each rental unit for the Rental Registry. Go to cityofhuntington.com for more information.
- **Charitable Organizations:** A copy of the IRS 501 (c) determination is required

Business and Occupation (B&O) Tax

- Based on gross income
- Filed quarterly (due 30 days after March 31, June 30, September 30, and December 31)

City Service Fee

- Five-dollar (\$5.00) per week per employee working in city limits
- Applies to all individuals who report to work at a physical location or work from home
- Filed quarterly (due 30 days after March 31, June 30, September 30, and December 31)

Exemption from Business License and B&O Tax in Huntington:

You may be exempt from obtaining a business license and paying B&O tax if all of the following apply:

- You are an independent contractor (as defined in WV Code §21-5I-4) or a sole proprietor
- You earn less than \$2,500 in annual gross revenue
- You do not maintain a permanent physical location within Huntington city limits

Important Note

- Even if you qualify for exemptions, you are still required to register for the City Service Fee (CSF) if you report to work at a physical location or work from your home in Huntington city limits



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Business License Application

ATTENTION: All applicants must submit a copy of their **West Virginia Business Registration Certificate** with the business license application.

Office Use Only

Account Number: _____

Business Data

Business Name:	
EIN:	SS No. (If no, EIN):
Business Owner's Name:	Beginning Date of Business in Huntington:
Business Phone No.:	WV State Tax Division Business Registration Acct. No:
Business Location:	
Mailing Address (if different):	
Inside City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Person for Tax & License Purposes:
Payroll Service Provider: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Phone No:
Name of Payroll Service Provider:	Contact Email:
No. of Employees working inside city limits (include business owner):	
Describe your business activity within city limits:	

Business License Type (Check applicable license type)

<input type="checkbox"/>	General Business License	\$ 20.00
<input type="checkbox"/>	Non-profit	\$ 0.00
<input type="checkbox"/>	Rental General Business*	\$ 20.00
* If you own any rental property, please complete the Real Estate Rental section on the second page.		
<input type="checkbox"/>	Hawker/Peddler	\$ 20.00
<input type="checkbox"/>	General Business (Contractor)	\$ 20.00
<input type="checkbox"/>	Itinerant Vendor	\$ 500.00
<input type="checkbox"/>	Real Estate Broker	\$ 25.00
<input type="checkbox"/>	Real Estate Sales Agent	\$ 10.00
<input type="checkbox"/>	Street Artist License	\$ 20.00
<input type="checkbox"/>	Special Event License**	\$ 20.00
**Visit cityofhuntington.com for the Special Events, Fairs, and Festival Application.		
Liquor Retail Outlet (includes General Business License)		
<input type="checkbox"/>	Class A Store—Liquor License	\$1,120.00
<input type="checkbox"/>	Class B Store—Liquor License	\$1,120.00
Private Club (includes General Business License)		
<input type="checkbox"/>	Less than 1,000 Members	\$ 620.00
<input type="checkbox"/>	More than 1,000 Members	\$1,370.00
<input type="checkbox"/>	Fraternal, Veterans, or Non-Profit Social Club	\$ 495.00
Beer (includes General Business License)		
<input type="checkbox"/>	Brewery	\$ 520.00
<input type="checkbox"/>	Distributor	\$ 270.00
<input type="checkbox"/>	Dispenser or Club	\$ 120.00
<input type="checkbox"/>	Cold Package Carry-Out	\$ 120.00
<input type="checkbox"/>	Warm Pack Carry-Out	\$ 35.00
PROVIDE A COPY OF YOUR WV ABCA LICENSE		


Type of Business Structure							
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC/PLLC	<input type="checkbox"/> LP	<input type="checkbox"/> LLP	<input type="checkbox"/> Trust	<input type="checkbox"/> Nonprofit

Business Activity Classification (Check all that apply)				
<i>Proper classification of your business functions determines the correct Business and Occupation tax rate(s).</i>				
<input type="checkbox"/> Amusement	<input type="checkbox"/> Contracting	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Small Loans	<input type="checkbox"/> Utilities
<input type="checkbox"/> Banking	<input type="checkbox"/> Rental	<input type="checkbox"/> Service	<input type="checkbox"/> Retail, Restaurant	<input type="checkbox"/> Wholesale

Real Estate Rental Business (Attach additional sheet, if necessary)					
Property Address	No. of Units	Tenant		Check One That Applies	
		Business	Residential	City Refuse	Dumpster*
Example: 800 Fifth Avenue	4	✓			✓

***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) _____	Email Address: _____	
Print Name: _____	Applicant Signature: _____	Date: _____

Payment for Business License	
<p>In-person: City Hall in Room 103, 800 5th Avenue, Huntington, WV 25701, and pay via cash, check, or Visa, Discover, or MasterCard. Please note that an additional 3.75% service fee (minimum of \$2.50) will be applied to all credit card transactions.</p> <p>Mail: City of Huntington Business License Tax, PO Box 1659, Huntington, WV 25717, and pay via check. Please make checks payable to "City of Huntington." Credit card payments will not be accepted through the mail.</p> <p>Online: email your application to finance@huntingtonwv.gov. Once your return has been processed, you will receive an email stating you can submit payment online at cityofhuntington.com via e-check (additional \$1.95 service fee) or Visa, Discover or MasterCard (additional 3.75% service fee, minimum of \$2.50 per transaction).</p>	<p style="text-align: center;">Use this QR code to pay after your application is processed</p> <div style="text-align: center;">  </div>

Note: Business and Occupation Tax Return and City Service Fee Return will be mailed quarterly once the business license has been obtained. For more information, visit cityofhuntington.com.

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 Entered: _____



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Permitting Contract Policy

Date of Policy / Procedure Update: January 2, 2016

This Policy will ensure accurate and up-to-date information is being collected on projects throughout the city.

Definitions:

Contractor: a person who in any capacity for compensation, other than as an employee of another, undertakes, offers to undertake, purports to have the capacity to undertake or submits a bid to construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, structure or excavation associated with a project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith, where the cost of the undertaking is two thousand five hundred dollars or more.

Subcontractor: a person who performs a portion of a project undertaken by a principal or general contractor or another subcontractor.

General Building Contractor: a person whose principal business is in connection with any structures built, being build or to be built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind, requiring in the construction the use of more than two contractor classifications, or a person who supervises the whole or any part of such construction.

Policy:

Effective January 2nd 2016 there will be new criteria needed for persons applying for building permits. A copy of the official contract between the General Contractor and the person initiating the project must be provided to the permitting office.

The official contract(s) between the General Contractor and the subcontractors working on the project also need to be provided. These contracts should include the total amount (including labor and materials as applicable) each individual subcontractor and General Contractor will receive for the completion of the project. The contract(s) should also contain the name, phone number, and mailing address of the subcontractor or General Contractor.

If a copies of the contracts cannot be provided at the time the permit is being issued, the permitting office may accept a copy of the "Notice to Proceed" form. These forms should reflect the information provided in the official contract and should be provided for every contractor and subcontractor. If the contractor does not have a "Notice to Proceed" form a copy can be provided to them by the permitting office. If the contractor decides to use the "Notice to Proceed" form, the permitting office will need copies of the official contracts before Building Final will be issued.

These rules also apply to any subcontractor who in turn has their own subcontractors working on the same project. They too must supply copies of all official contracts between them, acting as a General Contractor, and their subcontractors.

This policy can be waived under the discretion of the Supervisor of Inspections & Permits Division

* Definitions can be found in West Virginia Code, Chapter Twenty-One, Article Eleven, West Virginia Contractor Licensing Act



Huntington Stormwater Utility
P.O. Box 7578
555 Seventh Avenue
Huntington, WV 25777
304-696-4423

Huntington Stormwater Utility Determination Form

Authority: Articles 970 and 971 of the codified ordinances of the City of Huntington.

Name of Business: _____

Address: _____

Owner: _____

Phone Number: _____ Email: _____

1. Are you developing an area that encompasses 5,000 square feet or greater? Development includes buildings, structures, graveled lots, and pavements.

☐ Yes- apply to the Huntington Stormwater Utility for a stormwater management permit.

☐ No

2. Will your project disturb soil but will not construct a building, pavement, or gravel? (digging, underground utility installation, grading, excavation, etc.)

☐ Yes – you will need to install sediment and erosion controls at the site. An earth disturbance of any size requires the developer or the property owner to install appropriate sediment and erosion controls. A sediment and erosion control permit is required for projects that disturb 10,000 square feet or greater.

☐ No

3. Are you disturbing one acre or greater for your project? (43,500 square feet or more)?

☐ Yes – you will need to apply for coverage under WVDEP’s stormwater construction permit as well as a stormwater permit from the Huntington Stormwater Utility. (See <https://dep.wv.gov> for DEP’s permit process).

☐ No

4. Will your project be within 20 feet of the floodwall or levee?

☐ Yes

☐ No

If you said yes to any option, please contact the Huntington Stormwater Utility at 304-781-1952.

Signature: _____
Print name Signature

Date: _____



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Building Permit Application

Instructions: Please complete the application and include the total cost of labor and materials. All building permits include a \$20 application fee. **Permits are valid for six (6) months.** For more information, contact the Permit Technician at 304-696-5540 ext. 2003 or permits@huntingtonwv.gov.

APPLICANT INFORMATION

☐ General ☐ Property Owner ☐ Lessee ☐ Agent

Applicant Name: _____ Phone: _____

Email: _____

CONTRACTOR INFORMATION

Business Name: _____ Phone: _____

Huntington Contractor License #: _____ Email: _____

Are subcontractors working on this project: ☐ Yes ☐ No If yes, you must provide a list of subcontractors.

PROPERTY INFORMATION

Property Owner: _____ Phone: _____

Property Address: _____ Email: _____

Rental Property: ☐ Yes ☐ No Huntington Rental Business License #: _____

PERMIT INFORMATION

<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	Residential: <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		

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

Apply & Pay Online!



Total Cost of Labor and Materials: \$ _____

Building Permit Fee: \$ _____

Application Fee: \$ 20.00

Total: \$ _____

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

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

Applicant Signature: _____ Date: _____



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Subcontractor List

Instructions: Please complete and submit the subcontractor list with the building permit application. *For projects 5,000 square feet or greater submit a copy of the Subcontractor List to the Stormwater Director Sherry Wilkins at sherry.wilkins@huntingtonswu.com.*

Please Note: Verification of subcontractors, business name, address, phone number, and contracts must be submitted prior to receiving a permit or final inspection. Any subcontractor not on the list is subject to a STOP ORDER and/or fine of up to \$500 (*Codified ordinances of the City of Huntington 752.08, 752.10, and 752.99*).

General Contractor: _____
Phone Number: _____
Email: _____
Project Name: _____

Site Location: _____
Improvement Sq. Ft.: _____
Total Job Cost: _____
Permit #: (office use only) _____

Trade	Business name:	Address:	Phone:	WV Contractor Number:	City of Huntington License Number:	Amount of contract:
Alarm/ Security						\$
Cabinetry/ Doors						\$
Concrete/ Driveway						\$
Drywall						\$
Electric						\$
Flooring Tile/Carpet						\$
Foundation/ Footer						\$
Framing						\$



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Please Note: Verification of subcontractors, business name, address, phone number, and contracts must be submitted prior to receiving a permit or final inspection. Any subcontractor not on the list is subject to a STOP ORDER and/or fine of up to \$500 (*Codified ordinances of the City of Huntington 752.08, 752.10, and 752.99*).

Trade	Business Name:	Address:	Phone:	WV Contractor Number:	City of Huntington License Number:	Amount of contract:
Glass Storefront						\$
HVAC						\$
Landscaping						\$
Masonry/ block/brick						\$
Painting/ Stucco						\$
Paving						\$
Plumbing						\$
Roofing						\$
Siding						\$
Signage						\$
Site						\$
Sprinkler system						\$
Stormwater Facilities						\$
Windows						\$



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The fee schedule is outlined in Section 108.2 of the International Building Code 2000 and requires a fee for each plan examination, building permit, and inspection shall be paid per the fee schedule.

The permit fee is calculated based on the total project cost (labor and materials).

An additional \$20 application fee is required per building permit.

Min	Max	Permit Fee	Min	Max	Permit Fee	Min	Max	Permit Fee
\$0.00	\$499.00	\$0.00	\$29,001.00	\$30,000.00	\$193.00	\$67,001.00	\$68,000.00	\$337.00
\$500.00	\$1,100.00	\$20.00	\$30,001.00	\$31,000.00	\$197.50	\$68,001.00	\$69,000.00	\$340.00
\$1,101.00	\$1,200.00	\$20.50	\$31,001.00	\$32,000.00	\$202.00	\$69,001.00	\$70,000.00	\$343.00
\$1,201.00	\$1,300.00	\$22.00	\$32,001.00	\$33,000.00	\$206.50	\$70,001.00	\$71,000.00	\$346.00
\$1,301.00	\$1,400.00	\$23.50	\$33,001.00	\$34,000.00	\$211.00	\$71,001.00	\$72,000.00	\$349.00
\$1,401.00	\$1,500.00	\$25.00	\$34,001.00	\$35,000.00	\$215.50	\$72,001.00	\$73,000.00	\$352.00
\$1,501.00	\$1,600.00	\$26.50	\$35,001.00	\$36,000.00	\$220.00	\$73,001.00	\$74,000.00	\$355.00
\$1,601.00	\$1,700.00	\$28.00	\$36,001.00	\$37,000.00	\$224.50	\$74,001.00	\$75,000.00	\$358.00
\$1,701.00	\$1,800.00	\$29.50	\$37,001.00	\$38,000.00	\$229.00	\$75,001.00	\$76,000.00	\$361.00
\$1,801.00	\$1,900.00	\$31.00	\$38,001.00	\$39,000.00	\$233.50	\$76,001.00	\$77,000.00	\$364.00
\$1,901.00	\$2,000.00	\$32.50	\$39,001.00	\$40,000.00	\$238.00	\$77,001.00	\$78,000.00	\$367.00
\$2,001.00	\$3,000.00	\$38.50	\$40,001.00	\$41,000.00	\$242.50	\$78,001.00	\$79,000.00	\$370.00
\$3,001.00	\$4,000.00	\$44.50	\$41,001.00	\$42,000.00	\$247.00	\$79,001.00	\$80,000.00	\$373.00
\$4,001.00	\$5,000.00	\$50.50	\$42,001.00	\$43,000.00	\$251.50	\$80,001.00	\$81,000.00	\$376.00
\$5,001.00	\$6,000.00	\$56.50	\$43,001.00	\$44,000.00	\$256.00	\$81,001.00	\$82,000.00	\$379.00
\$6,001.00	\$7,000.00	\$62.50	\$44,001.00	\$45,000.00	\$260.00	\$82,001.00	\$83,000.00	\$382.00
\$7,001.00	\$8,000.00	\$68.50	\$45,001.00	\$46,000.00	\$265.00	\$83,001.00	\$84,000.00	\$385.00
\$8,001.00	\$9,000.00	\$74.50	\$46,001.00	\$47,000.00	\$269.00	\$84,001.00	\$85,000.00	\$388.00
\$9,001.00	\$10,000.00	\$80.50	\$47,001.00	\$48,000.00	\$274.00	\$85,001.00	\$86,000.00	\$391.00
\$10,001.00	\$11,000.00	\$86.50	\$48,001.00	\$49,000.00	\$278.50	\$86,001.00	\$87,000.00	\$394.00
\$11,001.00	\$12,000.00	\$92.50	\$49,001.00	\$50,000.00	\$283.00	\$87,001.00	\$88,000.00	\$397.00
\$12,001.00	\$13,000.00	\$98.50	\$50,001.00	\$51,000.00	\$286.00	\$88,001.00	\$89,000.00	\$400.00
\$13,001.00	\$14,000.00	\$104.50	\$51,001.00	\$52,000.00	\$289.00	\$89,001.00	\$90,000.00	\$403.00
\$14,001.00	\$15,000.00	\$110.50	\$52,001.00	\$53,000.00	\$292.00	\$90,001.00	\$91,000.00	\$406.00
\$15,001.00	\$16,000.00	\$116.50	\$53,001.00	\$54,000.00	\$295.00	\$91,001.00	\$92,000.00	\$409.00
\$16,001.00	\$17,000.00	\$122.50	\$54,001.00	\$55,000.00	\$298.00	\$92,001.00	\$93,000.00	\$412.00
\$17,001.00	\$18,000.00	\$128.50	\$55,001.00	\$56,000.00	\$301.00	\$93,001.00	\$94,000.00	\$415.00
\$18,001.00	\$19,000.00	\$134.50	\$56,001.00	\$57,000.00	\$304.00	\$94,001.00	\$95,000.00	\$418.00
\$19,001.00	\$20,000.00	\$140.50	\$57,001.00	\$58,000.00	\$307.00	\$95,001.00	\$96,000.00	\$421.00
\$20,001.00	\$21,000.00	\$146.50	\$58,001.00	\$59,000.00	\$310.00	\$96,001.00	\$97,000.00	\$424.00
\$21,001.00	\$22,000.00	\$152.50	\$59,001.00	\$60,000.00	\$313.00	\$97,001.00	\$98,000.00	\$427.00
\$22,001.00	\$23,000.00	\$158.50	\$60,001.00	\$61,000.00	\$316.00	\$98,001.00	\$99,000.00	\$430.00
\$23,001.00	\$24,000.00	\$164.50	\$61,001.00	\$62,000.00	\$319.00	\$99,001.00	\$100,000.00	\$433.00
\$24,001.00	\$25,000.00	\$170.50	\$62,001.00	\$63,000.00	\$322.00	Above \$100,000.00, add an additional \$2.50 per \$1,000.00 and each part thereof to the \$433.00		
\$25,001.00	\$26,000.00	\$175.00	\$63,001.00	\$64,000.00	\$325.00			
\$26,001.00	\$27,000.00	\$179.50	\$64,001.00	\$65,000.00	\$328.00			
\$27,001.00	\$28,000.00	\$184.00	\$65,001.00	\$66,000.00	\$331.00			
\$28,001.00	\$29,000.00	\$188.50	\$66,001.00	\$67,000.00	\$334.00			



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P.O. Box 1659 | Huntington, WV 25717
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finance@huntingtonwv.gov

Request for Release

Business and Occupation (Gross Sales) Tax

Instructions: Please send Request for Release(s) to the City of Huntington Finance Division before final payment has been made to the subcontractor(s). If Business and Occupation Taxes have been paid by the subcontractor to the City of Huntington a signed copy of the Request for Release will be sent back to the General Contractor indicating the requested subcontractor can be paid their final payment.

Date:

Project Info

Name:

Address:

Owner (who is this being built for):

Project Start Date:

Project End Date (expected):

Project Description:

General Contractor Info

Name:

Address:

Phone #:

WV State Contractor Lic Number:

Request Release for

Name of Subcontractor:

WV State Contractor Lic Number:

Federal Tax ID:

Address:

Work Start Date:

Work Finish Date(expected):

Amount of Contract:

Amount Paid:

Amount Due: