



## FINANCE DIVISION

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

### 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](http://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](http://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



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### **Business License Information**

Any person who is engaging in any business activity in West Virginia must first have a West Virginia Registration Certificate from the West Virginia State Tax Division. You can obtain the certificate online by registering at [www.business4wv.com](http://www.business4wv.com).

Locations in Huntington: After finding a potential site, zoning regulations require that your business activity be permitted at your chosen location. Review zoning map by visiting [cityofhuntington.com](http://cityofhuntington.com) or contact Planning & Zoning office at [planningdept@huntingtonwv.gov](mailto:planningdept@huntingtonwv.gov). In addition to a Business License, you may also need a Certificate of Occupancy, a Home Occupation Permit, a Mobile Food Vendor Permit, or an Outdoor Dining Permit, depending on the type of business you are operating.

Once you have received your West Virginia Business Registration Certificate, you can apply for a Huntington Business License at [www.cityofhuntington.com](http://www.cityofhuntington.com), in-person RM 103, or by mail. The Business License is \$20. License fees are not prorated. Other license categories have additional license fees, such as real estate and businesses selling alcohol.

#### **Steps to Obtain a Huntington Business License**

1. Obtain a West Virginia Business Registration Certificate.
2. Complete the Business License application.
3. Pay the business license fee.
4. Submit your application and any required documentation.
  - I. Once you have submitted your completed application and paid the fee, your business license will be reviewed and once approved, the certificate will be mailed to you. Business Licenses expire on June 30 of each year, and you will be mailed a renewal notice in June each year.

#### **Information for Specific Types of Businesses:**

- Contractors and subcontractors must provide WV State Contractor's License, Certificate of General Liability Insurance with the City of Huntington listed as the certificate holder.
- Any person(s) who furnishes non-owner occupied a property for lease or rent for any purpose, which includes Tax Class 4 properties, is required to complete a Rental Registry Packet.
- Mobile Food Vendors (Food Trucks/Trailers) need to obtain a Mobile Food Vendor Permit from Planning Department prior to obtaining a business license
- Outdoor Dining on the public right-of-way must seek approval by the Planning Department.

#### **Business and Occupation (B&O) Tax**

- I. All businesses in Huntington must file Business and Occupation (B&O) Taxes.
- II. B&O Taxes are based on gross income (sales).
- III. B&O Tax Returns must be filed quarterly, due 30 days after the end of the filing period. Filing periods end on March 31, June 30, September 30, and December 31.

#### **City Service Fee**

- I. Five-dollar (\$5.00) per week per employee working within the city limits of Huntington.
- II. This fee applies to all individuals who report to work at a physical location or work from home within the City.
- III. The CSF is due for each week an employee worked, regardless of the number of hours worked.
- IV. Filing periods end on March 31, June 30, September 30, and December 31.



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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. See Business License Information for more information.

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 Department Business Registration Acct. No: _____
Business Location: _____	
Mailing Address (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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Phone No./Ext.: _____
Name of Payroll Service Provider: _____	Contact Email: _____
No. of Employees working inside city limits (include business owner): _____	
Give a description of your business activity within city limits: _____	

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


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 <i>(Check all that apply)</i>				
<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 <i>(Attach additional sheet, if necessary)</i>					
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: _____

Payment for Business License	
<p><b>In-person</b> at City Hall in Room 103, 800 5<sup>th</sup> Avenue, Huntington, WV 25701 and pay via cash, check or Visa, Discover or MasterCard. Please note that an additional 3.75% (minimum of \$2.50) service fee will be applied to all credit card transactions.</p>	
<p><b>By mail</b> to 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 mail.</p>	
<p><b>Online</b> email your application to <a href="mailto:finance@huntingtonwv.gov">finance@huntingtonwv.gov</a>. Once your return has been processed, you will receive an email stating you can submit payment online at <a href="http://cityofhuntington.com">cityofhuntington.com</a> 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>	

**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](http://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: _____	

# **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 2<sup>nd</sup> 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



# PUBLIC WORKS DEPARTMENT

City of Huntington  
**Public Works**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540

## Building Permit Application

Instructions: Please complete the application and include the total cost of labor and materials. A \$20 application fee is included for all building permits. *Permits are valid for six (6) months.*

### APPLICANT INFORMATION

General Contractor       Property Owner       Lessee       Agent

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### CONTRACTOR INFORMATION

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

COH Contractor License #: \_\_\_\_\_ Email: \_\_\_\_\_

Are subcontractors working on this project:     Yes     No

### PROPERTY INFORMATION

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Property:     Yes     No

### PERMIT INFORMATION

<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	Residential:	
<input type="checkbox"/> Renovation	<input type="checkbox"/> Excavation	<input type="checkbox"/> Single Family	<input type="checkbox"/> Commercial
<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Multi-family	<input type="checkbox"/> Industrial

**Total Cost of Labor and Materials:**    \$ \_\_\_\_\_

### 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

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

**Building Permit Fee:**    \$ \_\_\_\_\_

**Application Fee:**    \$ 20.00

**Total:**    \$ \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_

Technician/Inspector: \_\_\_\_\_ 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: \_\_\_\_\_ Site Location: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Improvement Sq. Ft.: \_\_\_\_\_  
 Email: \_\_\_\_\_ Total Job Cost: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ 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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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						\$



*The fee schedule is set forth 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 in accordance with the fee schedule.*

**Permit Fee** is based on the **Total Cost of Labor and Materials** for the project.

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			

**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):** Brief \_\_\_\_\_  
**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:** \_\_\_\_\_