



# DEVELOPMENT CHECKLIST

This guide provides a step-by-step overview for your development or redevelopment projects in the City of Huntington that may apply to your project. Follow the three phases sequentially.

## PHASE 1: PRE-PLANNING & ZONING REVIEW

This phase ensures that the proposed project meets the standards outlined in the Zoning Code.

### Zoning & Address Review

Obtain approvals from the Planning and Zoning Division, verifying that Zoning Requirements have been met, and assign/verify your address. The City Planner will determine if the project requires review by the following bodies:

- ☐ Planning Commission
- ☐ Board of Zoning Appeals
- ☐ Historic Preservation Commission
- ☐ Floodplain Development Permit

Commission and Board	Estimated Review Time
Planning Commission	2 ½ Months for the Final Decision
Board of Zoning Appeals (BZA)	2 Months for Final Decision

### WV Division of Highways (WV DOH)

Contact the WV DOH to determine if the property is adjacent to a state route.

- ☐ Encroachment Permit
- ☐ Traffic Study

## PHASE 2: PLAN SUBMISSION

### Demolition Plans

- ☐ Demolition Permit Application
- ☐ Testing and abatement verification
- ☐ Property inspection
- ☐ Property Owner to Request Utility Disconnection

### Water Quality Board (WQB)

The WQB comprises the Sanitary Board and the Stormwater Utility, which are responsible for managing water quality and wastewater.

- ☐ Huntington Stormwater Utility
  - Stormwater Management Plan
  - Sediment & Erosion Control Application
  - Floodwall Encroachment Approval
- ☐ Huntington Sanitary Board
  - Sewer Tap Application

## PLAN SUBMISSION

### Review Process

Plans are reviewed in two stages:

1. Administrative Completeness
2. Substantive Code Compliance

### Submission Format

- An architect or engineer stamp is required for plans
- Submit “ready for construction” plans to the Permit Technician at [permits@huntingtonwv.gov](mailto:permits@huntingtonwv.gov)
- Paper copies are accepted only if no other option is available

### Health Permit Plan Review: Applicable Businesses & Review Instructions

- ☐ Food and beverage establishments
- ☐ Bar/tavern
- ☐ Limited video lottery
- ☐ Childcare facilities
- ☐ Tattoo studio/body piercing/microblading/permanent make-up
- ☐ General permits (parks, pools/spas, hotel/motel)
- ☐ Assisted living facilities
- ☐ Mobile home communities and schools

- Note: Plans must be submitted before construction or remodeling
- Review time: 14 days
- Request paperwork at [environmentalpermits@chhdwv.gov](mailto:environmentalpermits@chhdwv.gov)

Plan Submission: Document Checklist	
General Plans	Architectural Plans, Site Plans, Structural Drawings (IBC 2018), Elevation Layout, and Landscaping Plans
MEP (Mechanical, Electrical, Plumbing)	Electrical Drawings (NEC 2020), Mechanical Plans, Plumbing Drawings (IPC 2018)– must include specifications for gas lines and appliances
Life Safety Systems	Life Safety System Plans NFPA 1 (Fire Code), NFPA 101 (Life Safety Code)
Environmental & Stormwater	Erosion and Sediment Control Plans <b>and</b> Stormwater Management Permit for projects ≥ 10,000 sq. ft.  Stormwater Management Permit required for: <ul style="list-style-type: none"><li>• Projects ≥ 5,000 sq. ft.</li><li>• Projects &lt; 5,000 sq. ft. if part of a larger development</li></ul>

### City Reviewers

- Reviews are conducted by:
  - Chief Building Inspector
  - Chief Electrical Inspector
  - Chief Plumbing Inspector
  - Fire Marshal (review on is case-by-case basis)
- WV State Fire Marshal’s Office (WV SFM) Required for certain types of construction and modifications (see below)
- A *plan review letter* for each review conducted by the WV SFM stating the plans appear to meet code must be submitted to the Permit Technician at [permits@huntingtonwv.gov](mailto:permits@huntingtonwv.gov).

## Projects Requiring WV SFM Review

Project Type	Notes
New commercial construction	All new commercial structures
Major construction	Changes to egress paths, life safety systems, renovations ≥ 50%
Kitchen Hood Systems & AES systems	Automatic extinguishing systems (AES) for under-hood suppression

## Review Type & Estimated Timeframe

Review Type	Estimated Review Time*
Site Plan Review	10 Days
Construction Plan Review	10 Days
Stormwater Utility Review	Max 30 Days
Cabell-Huntington Health Dept (CHHD)	14 Days
WV SFM	15 Days**
WV DOH - Traffic Count/Study	60 Days**

*\*The review period is contingent upon the submission of completed applications, plans, and required documentation.*

*\*\*Contact the agency for the latest review time*

## Plans Re-Submittal

- Description of changes proposed to approved plans with a field copy “Approved Plans” with re-submittal
- For structural changes: 1 digital set of floor and/or roof truss specifications and structural calculations.
- If adding new work: 1 digital set of plans, along with a new application for a new permit

## PHASE 3: PERMITS, LICENSING, AND OCCUPANCY

### Building Permit

- ☐ Building Permit Application requires an official contract for the project and needs to include the total cost of labor and materials.
- ☐ A complete list of subcontractors is required. All contractors and subcontractors must be licensed with both the City of Huntington and the WV Division of Labor.

### Business License

- ☐ Business License Application requires a copy of your WV Business Registration Certificate (WV State Tax Division).
- ☐ Health Permit (Cabell-Huntington Health Department)
- ☐ WV ABCA License (WV Alcohol Beverage Control Administration)
- ☐ Additional approvals may be required from other state agencies, depending on your business type.

### Certificate of Occupancy (CO)

- ☐ An occupancy is required before using a new or existing building for a new business or ownership.

### Sign Permit

- ☐ Submit a Sign Permit application with a site plan.

### Outdoor Dining Permit (Right Of Way)

- ☐ Submit a site plan with your Outdoor Dining Permit Application.

# Contact Directory

City of Huntington			
Name/Department	Role or Address	Phone	Email or Website
Sarah Bostic	Business Services Advocate	(304) 696-5540 ext. 2339	bostics@huntingtonwv.gov
Planning & Zoning Division	Zoning	(304) 696-5540 option 3	planningdept@huntingtonwv.gov
Kim Estep	Permit Technician	(304) 696-5540 ext. 2003	permits@huntingtonwv.gov
Becky Bartlett	B&O and Licensing Specialist	(304) 696-5540 ext. 2314	bartlett@huntingtonwv.gov
Alan Roby	Fire Marshal	(304) 696-5950 ext.2	robya@huntingtonwv.gov
Todd Darst	Chief Building Inspector	(304) 696-5540 ext. 2205	darstt@huntingtonwv.gov
Joey Black	Chief Electrical Inspector Chief	(304) 696-5540 ext. 2206	blackl@huntingtonwv.gov
Chris Johnson	Plumbing Inspector	(304) 696-5540 ext. 2209	johnsong@huntingtonwv.gov
Utility Companies			
Appalachian Power	—	(888) 710-4237	appalachianpower.com
Huntington Sanitary Board	555 7th Ave	(304) 696-4437	huntingtonsb.com
Huntington Stormwater Utility (Sherry Wilkins, Dir.)	555 7th Ave	(304) 696-5564	sherry.wilkins@huntingtonswu.com
Mountaineer Gas Company	1205 6th Ave	(800) 834-2070	mountaineergasonline.com
WV American Water	4002 3rd Ave	(304) 522-3778	amwater.com
WV Dig 811	206 Berkeley St, Charleston	(800) 245-4848	wv811.com
Regulatory Agencies			
Cabell-Huntington Health Dept.	703 7th Ave	(304) 523-6483 ext. 270	cabellhealth.org
WV Alcohol Beverage Control Administration	900 Pennsylvania Ave, Charleston	(304) 356-5500	abca.wv.gov
WV DOT – District 2		(304) 399-0097	transportation.wv.gov