



PLANNING & ZONING

City of Huntington
Planning & Zoning
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 3
planningdept@huntingtonwv.gov

Home Occupation Instructions

A home occupation permit is required for any business operating in a residence. The business must be permitted in accordance with Section 1341.22 of the City of Huntington Zoning Ordinance. All home occupations are required to obtain a State and Huntington Business License. You will be able to open for business once you have received a Huntington Business License and Home Occupation Permit.

1. **Business Services Advocate:** The advocate is available to assist you throughout the process and provide you with the Huntington Business License and Home Occupation Applications.
 - Phone: (304) 696-5540, ext. 2339
 - Email: bostics@huntingtonwv.gov
2. **Submit the Home Occupation Application:** Apply to the Planning and Zoning office to verify that the proposed use will be compatible with the neighborhood and receive proof of approval.
 - Department: Planning and Zoning
 - Phone: (304) 696-5540, option 3
 - Email: planningdept@huntingtonwv.gov
 - Please refer to the City of Huntington code Section 1341.22 for the types of occupations that are permitted/prohibited as a home business (included for your convenience).
 - Home Occupation has an application fee of \$30.
3. **Register your Business:** Register your business with the State of West Virginia and license with the City of Huntington. Once your home occupation application is approved, submit your business license application.
 - Department: Finance
 - Phone: (304) 696-5540, option 4
 - Email: finance@huntingtonwv.gov



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Home Occupation Information

A home-based business must operate entirely indoors and can be in either the principal structure or an accessory building. The total business area cannot exceed 25% of your dwelling's floor space.

Operations and Appearance

- **Signs & Displays:** No signs, show windows, or business displays should be visible from the street.
- **Outdoor Activities:** All operations, materials, products, and equipment must be kept indoors.
- **Parking & Loading:** Your lot needs enough off-street parking for both the home and the business's maximum number of on-site vehicles. A defined driveway with safe sight lines is required.
- **Building Appearance:** The exterior of the home and the lot must maintain a residential look.
- **Hours:** The business can't be perceptible from beyond the property line between 9 p.m. and 7 a.m. This also applies to loading and unloading.

Traffic & Nuisances

- **Trucks:** The business can't involve regular parking or servicing of vehicles weighing over 12,000 pounds. An exception is made for one vehicle owned by a resident who is a commercial driver; this vehicle must be parked off-street, behind the front of the house, and must not create excessive noise.
- **Noise & Nuisances:** Equipment and activities can't produce noise, odors, vibrations, glare, or electrical interference that goes beyond your property lines. Only machinery typical for residential hobbies or domestic use is allowed.

Permitted & Prohibited Uses

- **Permitted Uses:** This includes things like art studios, home craft businesses (including nanobreweries), dressmaking, furniture making, office work, phone sales, tax prep, music or student tutoring (up to four students at a time), personal or trade services, repair services (no on-site assembly or retail), and one-chair barber or beauty shops. Daycare is permitted as per Section 1341.13.
- **Prohibited Uses:** You can't operate a veterinarian office, stable, kennel, funeral home, or trucking terminal. On-site retail is not permitted, except for sales made over the phone, by mail, or through online transactions. Manufacturing, repair of vehicles, selling illegal drugs, alcohol, or tobacco products, pornography, or operating a vape shop or commercial establishment with nude dancing is also prohibited.

Employees & Advertising

- **Employees:** Generally, only permanent residents of the dwelling can work on the premises. Businesses that primarily offer off-site services (e.g., plumbers, cleaners) can have up to four total employees; however, only one employee can be based at the home office at any given time. A special permit may be requested for more on-site employees.
- **Advertising:** The business address can't be advertised in a way that encourages customers or salespersons to visit without an appointment.

Hazardous Materials

- **Materials:** The business can't involve the storage or use of hazardous, flammable, or explosive substances beyond what's typically found in a home.

Application & Compliance

- The Planning Director or their designee determines compliance.
- There's an administrative fee of \$30 to review the application.



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Home Occupation Application

Business Name: _____ Phone: _____

Address (city, state, zip): _____

Applicant Name: _____ Email: _____

Property Owner: _____ Phone: _____

1. Describe in detail the daily operations of the proposed business (production of products and/or services), list the equipment used, where the equipment is stored, and the room or accessory building where the business is to take place: _____

2. Describe the traffic that is to be expected for the proposed business (deliveries, pick-ups, customers/clients, employees, etc.): _____

3. Describe any alterations to the property needed for the operation of the proposed business: _____

4. What is the anticipated number of employees working for the proposed business who will live outside of the residence? _____
5. If there is more than one employee who does not live at the residence, please elaborate on the anticipated work schedule and any overlap for those employees: _____

Home Occupation Acknowledgement

I, the undersigned, acknowledge that I have read and understand the requirements for having a home occupation. I also understand that if my home occupation violates any of the above requirements, the Home Occupation Permit may be revoked without notice.

Signature of Applicant

Date

Signature of Property Owner

Date

FOR OFFICE USE ONLY	
☐ Approved	Conditions: _____
☐ Denied	_____
Permit Number: _____	Reviewed by: _____



FINANCE DIVISION

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Finance Division
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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: ☐ Yes ☐ No	Contact Person for Tax & License Purposes:
Payroll Service Provider: ☐ Yes ☐ 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)

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

Type of Business Structure							
☐ Sole Proprietor	☐ Partnership	☐ Corporation	☐ LLC/PLLC	☐ LP	☐ LLP	☐ Trust	☐ 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>				
☐ Amusement	☐ Contracting	☐ Manufacturing	☐ Small Loans	☐ Utilities
☐ Banking	☐ Rental	☐ Service	☐ Retail, Restaurant	☐ 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*
<i>Example: 800 Fifth Avenue</i>	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	
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. 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. 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).	Use this QR code to pay after your application is processed 

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)
☐ Certificate of Occupancy
☐ Home Occupation
☐ B&O
☐ CSF
☐ Hotel/Motel
☐ Amusement
☐ WVBRC
Completed By: _____
Date Entered: _____