



Steps to Start a Mobile Food Vendor Business in Huntington

Advocate

Assistance: Business Services Advocate is available to assist business owners in navigating zoning, permitting, and licensing processes.

Contact: Ms. Bostic at bostics@huntingtonwv.gov or 304-696-5540 ext. 2339

Location: City Hall, Room 100B

Planning & Zoning

Planning & Zoning is available to discuss zoning requirements and information about operating in city limits.

Mobile Food Vendor Permit: Required for food trucks and food trailers.

Contact: planningdept@huntingtonwv.gov or 304-696-5540 option 3

Location: City Hall, Room 100

Fire Marshal

Inspection Requirement: Inspection is required for food trucks, trailers, carts, and tents.

Exemption: In-state vendors with a WV State Fire Marshal's office permit must provide a copy of their sticker to the Huntington Fire Marshal.

Scheduling an Inspection: Contact the Huntington Fire Marshal's office by email or phone.

Contact: Capt. Roby at robya@huntingtonwv.gov or 304-696-5950 option 2

Health Department

Health Permit Requirement: Health Permit is required for food businesses in Cabell county.

Exemption: In-state vendors with a permit in their county of residence are exempt but must provide 72-hour notice of operation in Huntington.

Contact: 304-523-6483

Location: 703 3rd Ave

Business License

License Requirement: A Huntington Business License is required for all businesses operating inside city limits.

Contact: finance@huntingtonwv.gov or 304-696-5540 option 4

Location: City Hall, Room 103

City of Huntington Business and Taxation Code

Article 710: Mobile Food Vendors

710.01 – PURPOSE

The city finds that allowing mobile food vendors to operate, subject to practical regulations and limitations, is beneficial to persons living and working within the city. This article recognizes the unique physical and operational characteristics of mobile food vending, establishes standards for mobile food vending operations, and promotes practices that serve the health, safety and welfare of the public.

710.02 – DEFINITIONS

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. **Commissary** means a permitted establishment or facility in a fixed location that is used for the storage of supplies for a mobile food service vehicle, the preparation of food to be sold or served at a mobile food service vehicle, or the cleaning or servicing of a mobile food service vehicle or the equipment used in conjunction with a mobile food service vehicle.
2. **Edible food products** means those products that are ready for immediate consumption, including prepackaged food and food cooked, prepared or assembled on-site. The term "edible food products" does not include fresh produce unless the produce has been packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared for consumption.
3. **Food truck** means a vehicle from which edible food products are cooked, prepared or assembled with the intent to serve or sell such items to the general public, provided further that food trucks may also serve or sell other edible food products and beverages that have been prepared or assembled elsewhere. Food truck operators may market their products to the public via advertising, including social media.
4. **Food truck rally** means a gathering of more than five food trucks that may or may not have been coordinated or advertised. A food truck rally requires a special event license.
5. **Ice cream truck** means a vehicle from which the operator sells only pre-packaged frozen dairy or water-based food products and pre-packaged beverages. For purposes of this article, a non-motorized cart from which such products are sold shall be considered an ice cream truck.
6. **Location** means any single property parcel, any combination of contiguous parcels that are owned or controlled by a single entity or affiliated entities, the abutting public ways of afore-described properties, or all public ways consisting of or greater than two contiguous city blocks, regardless of abutting ownership or control.
7. **Mobile food service vehicle** means a food truck, canteen truck or ice cream truck and includes any portable unit that is attached to a motorized vehicle and intended for use in the operation of a food truck, canteen truck or ice cream truck.
8. **Mobile food vendor permit** means a permit issued by the city for the operation of a mobile food service vehicle.
9. **Operate** means to serve or sell food, beverages, and other permitted items from a mobile food service vehicle and includes all tenses of the word. Operator means any person operating or permitted to operate a mobile food service.
10. **Permit administrator** means the city's planner or a person designated by the planner to oversee the issuance, suspension and revocation of mobile food vendor permits.
11. **Vehicle** means every device in, upon or by which any person or property may be transported or drawn upon a street, including devices moved by human power.

710.03 – GENERALLY

- a. It is a violation to operate a mobile food service vehicle at any location except in compliance with the requirements of this article.

- b. Mobile food service vehicle operators must comply with all federal, state and local licensing and permitting regulations and all business tax, sales tax and other tax requirements.
- c. All mobile food service vehicle must comply with the zoning ordinance and all zoning requirements set forth in this Code. If a use to which a mobile food service vehicle is to be put is disallowed by zoning law in a designated zone or district, it shall not otherwise be permitted under this article.
- d. The permit administrator is hereby authorized to promulgate rules and regulations supplemental to the provisions herein for the purpose of carrying out the administration and enforcement of such provisions.
- e. The sole activity that may be exempted from zoning ordinance compliance set forth in subsection (c) herein shall be for vendors whose business is itinerant in nature and where the vendor stops solely for the purpose of making a sale or sales and remains in one area, hereby designated as one city block, for less than ten minutes. Further, door to door sales of food items not intended for immediate consumption, as well as the home delivery of prepared food, shall be exempted from subsection (c).

710.04 – LOCATION AND HOURS OF OPERATION

- a. Food trucks
 - 1. Right-of-way/public property. Food trucks may not operate within the public right-of-way or on any city property except as may be specifically allowed by the city. When allowed in the public right-of-way, a food truck must be positioned so as to comply with the requirements of [section 710.05](#)(b) herein. Operation of food trucks within any park shall be subject to rules and regulations established by the Greater Huntington Parks and Recreation Board. Operation of food trucks on city streets adjacent to any park shall be governed by this article. Food trucks may not operate on property owned by a public entity other than the city unless specifically allowed by such public entity. No unattended food truck shall be left at any time in the right-of-way or parked on any other public property overnight. Notwithstanding any other provision contained in this article, no food truck may operate on the public right-of-way, on any other public property or on any private property directly fronting, partially fronting or abutting an existing restaurant, concession stand or any other entity serving prepared meals or food during business hours.
 - 2. Private property. A food truck with a current mobile food vendor permit may operate on private property if allowed as a permitted use under the zoning ordinances of this Code, subject to the following conditions:
 - A. Permission. Food trucks selling to the public from private property shall have the written permission of the property owner, which shall be made available to the city immediately upon request.
 - B. Maximum number of food trucks. No more than ten food trucks may operate at any location unless a special event license has been issued.
 - C. Placement on lot. Food truck operations, including any canopies, signage, equipment, and seating areas, may not occupy more than three parking spaces per food truck. Food trucks not parked within designated parking spaces shall not block fire lanes, designated traffic lanes or ingress or egress to or from a building or street.
 - 3. Hours of operation. Food trucks may operate beginning at 6:00 a.m. and ending at 3:00 a.m. in the downtown business district or any other district not identified as a residential district in the zoning ordinance. The city may place other restrictions on an operator's mobile food vendor permit, or the hours of operation may be more restrictive in accordance with a property owner's directive when private property is used. The city may permit extended hours of operation for a licensed special event.

710.05 – OPERATING REQUIREMENTS

- a. Vehicle requirements.
 - 1. Design and construction. Mobile food service vehicles must be designed and constructed for the purpose of preparation and sale of the specific type of food being sold, or they must be so modified to comply with this Article and all applicable public health and safety laws.
 - 2. Licensing. Mobile food service vehicles must be licensed and equipped in accordance with the rules and regulations of all local, state and federal agencies having jurisdiction over such vehicles. The preparation and sale of food from mobile food service vehicles must comply with all applicable local, state and federal laws and regulations.
- b. Right-of-way.
 - 1. Mobile food service vehicles other than ice cream trucks may not operate, stop, stand or park in any area of the right-of-way that is intended for use by vehicular travel, except in the event of a street closure for a special event. Mobile food service vehicles, including ice cream trucks, may not operate, stop, stand or park that in any way violates the provisions of the traffic control ordinances of this Code, impedes the flow of traffic, interferes with ingress or egress to or from any property or presents an unsafe condition for patrons, pedestrians or other vehicles.

2. Mobile food service vehicles shall park facing the same direction as traffic, at a distance of no more than 12 inches between the curb face or edge of pavement and with the service window of the vehicle facing the curb or edge or pavement.
 3. When a mobile food service vehicle is allowed to operate in the public right-of-way, no seating area shall be provided, except as permitted in conjunction with a street closure for a special event or if there is an area provided on a paved sidewalk that permits compliance with subsection (d) of this section.
- c. *Business access.* No mobile food service vehicle may operate in a location that:
1. Impedes the ingress to or egress from another business or otherwise causes undue interference with access to another business;
 2. Blocks the lawfully placed signage of another business; or
 3. Prevents access to another business by emergency vehicles.
- d. *Pedestrians.* If on or adjacent to a sidewalk, the components of a mobile food service vehicle's operations, including signage, seating areas and patron queue may not reduce the clear pedestrian path of travel on the sidewalk to less than four feet. All awnings or canopies of the vehicle shall be at least six feet, eight inches above the sidewalk.
- e. *Safety and fire prevention.* All mobile food service vehicles must be equipped with fire extinguishers. No power cord, cable or equipment shall be extended across any public street, sidewalk or other public property.
- f. *Noise.* No sounds that are otherwise prohibited by this Code may be produced by a mobile food service vehicle's operations. All generators used by food trucks must comply with all applicable noise ordinances. The permit administrator may request a demonstration of the generator at any time. If, in the opinion of the permitting authority the generator either violates any noise ordinance, or if it would cause undue annoyance or inconvenience to the public or to residences, the permit may be refused or revoked until a satisfactory alternative is provided.
- g. *Support methods.* No mobile food service vehicle may use stakes, rods or any other method of support that must be drilled, driven or otherwise fixed into or onto asphalt, pavement, curbs, sidewalks or buildings.
- h. *Spills.* To prevent discharges into waterways, drainage systems or public sewer systems, each food truck shall comply with all stormwater regulations of the city and all regulations regarding prohibited discharges to public sewers. In addition, each vehicle shall have a spill response plan to contain and remediate any discharge from the vehicle which shall be provided in the vehicle for inspection when requested by the city fire marshal.
- i. *Waste collection.* The area of a mobile food service vehicle operation must be kept neat and orderly at all times. Operation of a mobile food service vehicle in an area is deemed acceptance by the operator of the responsibility for cleanliness of the area surrounding the operations regardless of the occurrence or source of any waste in the area. During each period of operation at a location, the operator must provide proper trash receptacles for public use that are sufficient and suitable to contain all trash generated by the mobile food service vehicle. All trash receptacles must be emptied when full, and all waste must be removed prior to departure of a mobile food service vehicle from a location.
- j. *Pedestrian service only.* Mobile food service vehicles shall serve pedestrians only. Drive-through or drive-in service is prohibited.
- k. *Signage.* Signage for each mobile food service vehicle shall be limited to signs on the exterior or interior of the vehicle and one sandwich board sign. All signs on the exterior of the vehicle shall be secured and shall not project more than six inches from the vehicle. One sandwich board sign may be placed outside the mobile food service vehicle, provided that the base of a sandwich board sign must be placed no further than two feet beyond the mobile food service vehicle. Sandwich board signs shall not exceed eight square feet per side or 48 inches in height and shall not obstruct or impede pedestrian or vehicular traffic.
- l. *Alcohol Sales.* Food trucks may not sell alcoholic beverages, except as may be specifically allowed by applicable state law and city ordinance. Ice cream trucks are prohibited from selling alcoholic beverages.
- m. *Insurance.*
1. Mobile food service vehicles must maintain all motor vehicle insurance coverage required by applicable state and federal laws and regulations.
 2. Mobile food service vehicles operating on city property other than the right-of-way shall at all times maintain such further insurance coverage as may be required by the regulations promulgated by the mayor with respect to the protection of the municipality. In the event the required coverage is not properly maintained, permission to operate on city property will be immediately revoked.
- n. *Exterior cooking equipment.* Any food preparation equipment outside of the mobile food service vehicle shall not obstruct vehicular or pedestrian traffic, and the use and operation of such equipment shall not create safety hazards for the public. Food shall not be served to customers directly from any outside food preparation equipment. Any smoker or other exterior equipment that generates heat shall be surrounded with at least three traffic safety cones.

- o. *Commissary.* A commissary, as defined in this article, shall not be located in any residential zoning district unless permitted as a home occupation in compliance with the zoning ordinance and applicable Health Department requirements.

710.06 – MOBILE FOOD VENDORS PERMITS

- a. *Required.* The designated permit administrator shall oversee the issuance, suspension and revocation of mobile food vendor permits. No mobile food service vehicle may operate within the city without a mobile food vendor permit issued by the city. A mobile food vendor permit authorizes the holder only to engage in the vending of products from a mobile food service vehicle in compliance with this Code and as specified on the permit. The mobile food vendor permit must be prominently displayed when the mobile food service vehicle is in operation.
- b. *Exception.* This section shall not apply to contractual arrangements between a mobile food service vehicle operator and any individual, group or entity for pre-arranged catering at a specific location for a period of not more than four hours, provided that the mobile food service vehicle is not open to or serving the general public.
- c. *Application.*
 - 1. In order to obtain a mobile food vendor permit, a mobile food service vehicle operator must complete an application form provided by the city. The application shall include the following information:
 - A. Name and address of the owner of the vehicle.
 - B. Name and address of the business owner and the vehicle identification number (VIN) of the vehicle used as a mobile food service vehicle.
 - C. A certificate of insurance coverage, including required motor vehicle insurance coverage.
 - D. A signed acknowledgement that the operator has read this article and will comply with all applicable requirements herein.
 - E. Any additional information required by the permit administrator.
 - 2. Submittal of an application for a mobile food vendor permit must be accompanied by payment of an application fee in the amount of \$50, provided that for any mobile food service vehicle previously found to be operating within the city without a current permit, the application fee shall be \$100.
 - 3. Any mobile food truck operator must comply with the requirements of the Home Occupation Ordinance [section 1341.22](#) in addition to the Mobile Food Vendor Permit requirements, if business activity is conducted within a residential unit in Huntington city limits.
 - 4. Each mobile food vendor permit holder shall have an ongoing duty to provide the city with notice of any change to any of the information submitted with its permit application.
- d. *Issuance.* A mobile food vendor permit shall be issued upon verification that an application has been completed in accordance with the requirements of this section, except that no such permit will be issued to an operator whose permit is currently suspended or has been revoked within the preceding 12 months, or to any person who intends to operate the same mobile food service vehicle for which the operator's permit is currently suspended or has been revoked within the preceding 12 months. If the permit administrator denies the application, such denial shall be in writing and provided to the applicant within 15 days of receipt of the application.
- e. *Expiration and transferability.* A mobile food vendor permit expires at change of ownership, remodeling of the mobile food truck or substantial revision of the home occupation use. A mobile food vendor permit may not be transferred. The operator of the mobile food service vehicle shall notify the city within ten days of any such sale, remodeling or substantial revision to the home occupation use and shall update any information that has been changed since the submittal of the application for the mobile food vendor permit.

710.07 – ENFORCEMENT

- a. *Citation.* Each of the following circumstances constitute a violation of this article, for which a citation may be issued by a code enforcement officer or police officer of the city:
 - 1. Operation of a mobile food service vehicle without a current, valid permit, provided further that each day and each separate location at which a mobile food service vehicle is operated without a current, valid permit shall be considered a separate violation.
 - 2. Holding a food truck rally without a special event license or failing to comply with the conditions of approval for a special event license.
 - 3. Failure to comply with any other provision of this article.
- b. *Suspension of permit.* A mobile food vendor permit shall be suspended by the permit administrator if:
 - 1. The applicant for the permit knowingly provided false information on the application.

2. Two violations of this article have occurred within a six-month period in conjunction with the mobile food service vehicle for which the permit has been issued.
 3. The operator of a mobile food service vehicle fails to maintain a current, valid vehicle registration, health department permit, business license or proof of required motor vehicle insurance coverage.
 4. The permittee has failed to pay taxes or licenses as they become due.
- c. *Revocation of permit.* A mobile food vendor permit shall be revoked by the permit administrator if:
1. Four violations of this article have occurred within a 12-month period.
 2. A mobile food service vehicle is operated in an unlawful manner so as to constitute a breach of the peace or otherwise threaten the health, safety or general welfare of the public.
- d. *Reinstatement.*
1. *Suspended permit.* An operator may reinstate a suspended mobile food vendor permit by taking such actions as may be necessary to correct a mobile food service vehicle's noncompliance and paying a reinstatement fee of \$500 to offset the city's cost of enforcement measures, inspections and compliance verifications.
 2. *Revoked permit.* An operator whose mobile food vendor permit has been revoked may apply for a new permit after 12 months from the date of revocation, provided the operator has taken such actions as may be necessary to correct a mobile food service vehicle's noncompliance. The operator shall pay a permit reinstatement fee of \$500 to offset the city's cost of enforcement measures, inspections and compliance verifications.
 3. No permit will be issued to any person who intends to operate the same mobile food service vehicle for which the operator's permit is currently suspended or has been revoked within the preceding 12 months.
- e. *Notice.* Notice of the suspension or revocation of a mobile food vendor permit shall be issued to the operator in writing by the permit administrator.

710.08 – APPEALS

- a. *Filing.* The denial, suspension or revocation of a mobile food vendor permit by the permit administrator may be appealed by filing a written notice of appeal, establishing the grounds for the appeal, with the mayor or designee no later than ten business days following receipt of the notice of denial, suspension or revocation.
- b. *Mayor's review.* When an appeal is filed with the mayor as set forth herein, the mayor or his designee may request such additional information from the operator and the permit administrator as may be deemed necessary. At the mayor or designee's discretion, the appeal may be decided based on the written information and documentation submitted, or a hearing may be scheduled with the operator and the permit administrator. The mayor's decision shall be issued in writing, based on a written summation of the pertinent facts, and shall be final. The mayor may reverse the denial, suspension or revocation of a permit, or may reduce the waiting period required for reinstatement of a revoked permit if it is determined that the operator has taken reasonable steps to mitigate the violations leading to the revocation and to prevent future violations.
- c. *Refunds.* There shall be no refund of an application fee for a mobile food vendor permit that has been denied. There shall be no refund of a reinstatement fee for a suspended or revoked permit unless the mayor or his designee determines on appeal that the permit administrator acted in error in suspending or revoking the permit.

710.09 – MISCELLANEOUS

- a. In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the city, the provision that establishes the higher standard shall prevail.
- b. If any section, subsection, clause, provision or portion of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this article.



PLANNING & ZONING

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

Mobile Food Vendor Permit Application

Business Name: _____ Email: _____

Business Owner: _____ Phone: _____

Mailing Address (city, state, zip): _____

Owner of Vehicle: _____

Vehicle Identification Number: _____

Other required information:

- ☐ An administrative application fee of \$50.00 for a new mobile food vendor permit
- ☐ A copy of the owner of the vehicle's driver's license.
- ☐ Certificate of Insurance
- ☐ Owner acknowledgment of ordinance
- ☐ Any additional information required by the permit administrator.

*By executing this form the applicant agrees that they have read Article 710:
Mobile Food Vendor regulations and will comply with all the applicable requirements herein.*

Signature of Applicant

Date

FOR OFFICE USE

Received: _____

Staff Initials: _____

Permit Number: _____

****All applications to be submitted must be typed or legibly written in blue or black ink.***

FOR OFFICE USE ONLY

- ☐ Approved
- ☐ Denied

Conditions: _____

Reviewed by: _____ Title: _____ Date: _____



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



FINANCE DIVISION

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

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*
<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	
<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: _____