



## FINANCE DIVISION

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

### Residential Rental General Business Requirements

The City of Huntington's residential rental property ordinance (Article 1737) seeks to ensure that rental housing in the city is maintained in good, safe, and sanitary condition and to provide an efficient system for compelling both absentee and local landlords to correct violations and maintain rental property within Huntington city limits in proper condition.

#### Rental Registry Forms

- Required Forms
- ☐ Residential Rental Property Inspection
  - ☐ Residential Rental Unit License Request Form
  - ☐ Residential Rental Unit License Request Form Unit List
  - ☐ Business License Application
- Submission Options
- ☐ **Email:** finance@huntingtonwv.gov
  - ☐ **Mail:** City of Huntington ATTN: Rental Registry, P.O. Box 1659, Huntington, WV 25717
  - ☐ **In-person:** 800 5th Ave, Room 103

#### Inspections

- Inspection Scheduling A representative from the Inspections Division will contact the property owner/agent to schedule an inspection.
- Tenant Notification The property owner must inform the tenant, and the tenant must complete a consent form for the inspection.
- Tenant Consent Form You can find the consent form here:
- cityofhuntington.com/residents/rental-property-inspections
  - Scanning the QR code.
- Forms can be emailed to housinginspection@huntingtonwv.gov, or the property owner can submit them at the inspection.



#### Rental Registry Inspections

- Inspection Frequency Periodic inspections can occur once in any twelve (12) month period for each rental unit. Inspections may be initiated based on complaints.
- Inspection Fees 1<sup>st</sup> Inspection: \$0    1<sup>st</sup> Re-inspection: \$50.00/unit    2<sup>nd</sup> Re-inspection: \$100.00/unit

#### Certificate of Occupancy (CO) Inspections

- Inspection Frequency Inspection is required for new buildings, new owners, or changes in occupancy or use.
- Inspection Fee \$75.00

#### Business License

- License Fee Business License: \$20    Rental Registry Fee: \$0
- Supporting Documentation WV Business Registration Certificate | WVARR Certification (if applicable)

**Exemptions:** Must submit documentation for any of the below to finance@huntingtonwv.gov

- ☐ Hotels, motels, inns, and bed & breakfasts
- ☐ Hospitals, nursing homes, assisted living, or similar facilities under the jurisdiction of the West Virginia State Fire Marshal
- ☐ Homeless shelters
- ☐ Public housing or housing owned by the Huntington Housing Authority or a governmental agency
- ☐ College/university dorms or student housing
- ☐ Single-family homes occupied by a relative, with no rental income
- ☐ Housing for medical students, interns, or residents provided by a hospital

#### Rental Property Resources

Renters' Rights: A Guide to Landlord-Tenant Law in WV | ago.wv.gov  
Home & Apartment Legal Information | legalaidwv.org/legal-information/legal-topic/home-apartment/



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### Inspection Requirements

#### *Basic Checklist*

All rental property owners need to comply with NEC 2020, IRC 2018, IPC 2018, and WV State Code. The following **checklist is not inclusive**, but is intended to aid the Property Owner in preparing for the inspection.

#### **Fire**

1. Smoke detectors are required
  - 1 in every bedroom and the immediate area outside of the bedroom, and 1 in a common area on all levels
  - No smoke detectors in the kitchen
2. Carbon monoxide detectors are required in any residence with a fuel-burning cooking or heating source, including gas and water heaters.

#### **Building**

1. Address numbers are on the building
2. Install handrails on stairs
3. All egress doors must operate correctly
4. All bedrooms must have properly operating windows

#### **Electric**

1. The existing system has no overloaded circuits, damaged insulation on conductors, or exposed live conductors.
2. GFCI outlets within 6 ft of a water source
3. Breakable bulbs have to have an enclosure
4. Existing wiring is suitable for the intended use
5. Electrical service is adequate for the residence
6. Maintain a three ft. area around electrical equipment

#### **Plumbing/Mechanical**

1. Any bathroom that doesn't have an openable/operable window has to have a properly vented exhaust fan
2. Provide hot (minimum 110°F) and cold potable water to all fixtures and sinks
3. Proper heat source
4. All gas appliances must be properly vented
5. Gas ventless heaters cannot be the primary source of heat
6. Disconnect the electric water heater is required if it's not within sight of the electrical panel

**Re-Inspections:** *You will have 10 days to correct any violations unless other accommodations have been made with the appropriate inspector. Please get in touch with the inspector directly for further information.*

#### **Certificate of Occupancy Inspectors:**

Building Inspector: Todd Darst (304) 696-5540 ext. 2205 | darstt@huntingtonwv.gov

Electrical Inspector: Joey Black (304) 696-5540 ext. 2206 | blackl@huntingtonwv.gov

Plumbing Inspector: Chris Johnson (304) 696-5540 ext. 2209 | johnsong@huntingtonwv.gov

Fire Marshal: Alan Roby (304) 696-5950 | robya@huntingtonwv.gov

#### **Housing Inspectors:**

Steve Adkins: (304) 696-5540 ext. 2214 | adkinss@huntingtonwv.gov

T.R. Bocook: (304) 696-5540 ext. 2213 | bocookt@huntingtonwv.gov

Ryan Slater: (304) 696-5540 ext. 2219 | slaterr@huntingtonwv.gov



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### **Residential Rental Property Inspection Application**

Complete the Residential Rental Property Inspection Application for each property.

You can find this application here:

- Online: [cityofhuntington.com/residents/rental-property-inspections](http://cityofhuntington.com/residents/rental-property-inspections)
- Scan the QR code.



#### **Contact Information**

**Applicant Name:** \_\_\_\_\_

**Applicant Email:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

#### **Property Information**

**Property Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

#### **Rental Property/Dwelling Unit Information**

**Number of units:**

☐ Single-Unit (1)

☐ Two-Unit (2)

☐ Multi-Unit (3 or more)

Number of floors \_\_\_\_\_

Number of residents per unit \_\_\_\_\_

Number of bedrooms per unit \_\_\_\_\_

Number of bathrooms per unit \_\_\_\_\_

*I hereby certify that I am the property owner or authorized agent qualified to complete this application, and the facts and declarations of intent set forth above are true and intended to be relied upon by the established officials of the City of Huntington. I acknowledge that knowingly providing false information may result in fines.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Office Use Only: Zoning Requirements**

Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

P / SP / NC      Section # \_\_\_\_\_ Notes: \_\_\_\_\_

☐ Inspections & Permits Division    ☐ Housing Division

Assigned By: \_\_\_\_\_ Date Assigned: \_\_\_\_\_



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### Residential Rental Unit License Request Form

Provide the landlord with the information requested below. If applicable to the property, provide local agent/emergency contact information and/or designated authorized person.

Landlord Information			
Business Name:			
Business Address:			
Business Phone:		Email Address:	
City License Number:			

Local Agent / Emergency Contact Information (If Different From Above)			
Name:			
Address:			
Phone:		Email Address:	

Designated Authorized Person To accept all legal notices or services of process for the rental properties/units listed. (If Different from Above)			
Name:			
Address:			
Phone:		Email Address:	

*Pursuant to Article 1737.05 of the Codified Ordinances of the City of Huntington, those found to have reported false information or who have failed to register any units as described and required under Article 1737, shall be liable for fines not less than \$200 nor more than \$500 per offense and / or penalties of \$100 for each month or fraction thereof in default of the license requirement, respectively. Penalties shall apply to each residential rental unit for which a license is not issued. By signing below, I certify that I have notified the Assessor's Office, of the County in which this realty is located, that this property has been converted to and / or is being used as rental housing.*

Landlord/Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Residential Rental Unit License Request Form Unit List

Complete the unit list for each property with all applicable information for each unit.

You can find this application here:

- Online: [cityofhuntington.com/residents/rental-property-inspections](http://cityofhuntington.com/residents/rental-property-inspections)
- Scan the QR code



Residential Rental Unit(s) Information			
Unit Address:			
Date Renting Began:		Number of Bedrooms:	
Date Property was Purchased:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	

**Assessor's Office Notification** *Indicate if the Cabell or Wayne Assessor's Office has been notified by initialing below.*

I have notified the \_\_\_\_\_ County Assessor's Office that this property is or has been converted to rental housing. \_\_\_\_\_ (initial)



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### Business License Information

#### 1. Register with the WV State Tax Division

- Obtain a **WV Business Registration Certificate**. Apply online: [www.business4wv.com](http://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](mailto: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](http://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.		
<b>Liquor Retail Outlet (includes General Business License)</b>		
<input type="checkbox"/>	Class A Store—Liquor License	\$1,120.00
<input type="checkbox"/>	Class B Store—Liquor License	\$1,120.00
<b>Private Club (includes General Business License)</b>		
<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
<b>Beer (includes General Business License)</b>		
<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><b>In-person:</b> 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% service fee (minimum of \$2.50) will be applied to all credit card transactions.</p> <p><b>Mail:</b> 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><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>	<p style="text-align: center;"><b>Use this QR code to pay after your application is processed</b></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](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: _____