



RESIDENTIAL CHECKLIST

This guide offers a step-by-step overview for residential development or redevelopment involving **one or two single-family homes**. Follow the three phases to ensure a smooth process.

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 (DOH)

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

- ☐ Encroachment Permit

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

Review Process

Plans are reviewed in two stages:

1. Administrative Completeness
2. Substantive Code Compliance

Submission Information

- Construction plans for structures of 400 sq. ft. and greater must be submitted with scaled plans from a home designer. The City of Huntington reserves the right to request professionally stamped plans for any project.
- Submit construction plans to the Permit Technician at permits@huntingtonwv.gov.
- Paper copies are accepted only if no other option is available.
- Reviews are conducted by: Planning & Zoning, Chief Building Inspector, Chief Electrical Inspector, and Chief Plumbing Inspector.

Plans Checklist for New and Remodel* Residential Development

Department	Requirement
Zoning Refer to the property's zoning district article for minimal requirements for setbacks. For the parking area, refer to the department's policies and procedures for driveways and parking.	<ul style="list-style-type: none">• Property Layout: The dimensions of the property are length, width, total square footage, location of the road, and structure orientation, with the front door facing the road.• Location of the following: Any existing structures and their dimensions; label as "existing"; and all proposed structures and their dimensions; label as "proposed."• Label the following: Setbacks: front, side, and rear yard, distance between all structures, label parking area (garage and driveway, location and dimensions).• Building Elevation: Label the height of all structures, building façade materials, location, and dimensions of all windows and doors, and note the number of dwellings per unit and the number of bedrooms
Building	<ul style="list-style-type: none">• Detailed floor plan for each level; include "Sections and Details" page (New Only)• Schedule for door and window placement and size• Detailed footer plans: depth, width, size, and placement of rebar (New and if adding to the structure)• Building materials list• Meet all standards in the IRC 2018
Electric	<ul style="list-style-type: none">• Location of electrical service and one line drawing of the wiring• Contractor/individual installing wiring.• All bedrooms need to be ARC fault-protected. (New and depending on the project)• Meet all standards in the NEC 2020
Plumbing	<ul style="list-style-type: none">• Name of plumbing contractor and copy of Master Plumber license, if applicable• One line drawing of the size of the piping and fixture layout• Meets all standards in the IPC 2018

*What qualifies as a Remodel?

- Remodel requirements for Zoning apply to floodplain determination and any structural exterior remodel.
- Building, Electrical, and Plumbing requirements are applicable when more than 50% of the structure's square footage is being remodeled.
- Before renovating or demolishing a building, a WV-licensed asbestos inspector must check for asbestos. If found, a WV-licensed asbestos abatement contractor must remove it.
- Additions of > 200 sq. ft.

Review Type & Estimated Timeframe

Review Type	Estimated Review Time*
Site Plan Review	10 Days
Construction Plan Review	10 Days

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

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: PERMIT

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.

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
Todd Darst	Chief Building Inspector	(304) 696-5540 ext. 2205	darstt@huntingtonwv.gov
Joey Black	Chief Electrical Inspector	(304) 696-5540 ext. 2206	blackl@huntingtonwv.gov
Chris Johnson	Chief 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		(800) 245-4848	wv811.com
Regulatory Agencies			
WV DOT – District 2		(304) 399-0097	transportation.wv.gov