BUSINESS LICENSE INFORMATION

City of Huntington
P.O. Box 1659
Huntington, WV 25717-1659
Phone: (304) 696-5969   Fax: (304) 781-8350
www.cityofhuntington.com

In order to conduct business in the City of Huntington you must obtain a Municipal Business License. Any entity that requires a West Virginia Business Registration Certificate must get a Municipal Business License. The application may be obtained online at www.cityofhuntington.com, contact the Finance Division at the address listed above, or in person at City Hall, Room 20, 800 Fifth Avenue.

A business license is valid for one year starting from July 1 and ending June 30. A business license renewal will be sent out around the first of June each year. All business licenses expire on June 30th of each year. Business license fees are not prorated.

Below is a list of general information regarding the application process:

- All applicants must have a valid West Virginia Business Registration Certificate prior to obtaining a City of Huntington Business License.
  - The WV State Tax Department is located at 1124 Smith Street, Charleston, WV 25301, phone (304) 558-3333, or online at www.business4wv.com.
- The fee for the General Business License is $20.00.
  - Exceptions include contractors, real estate, and businesses selling alcohol or have video lottery.
- If you occupy a physical location within the city, you will need a **Certificate of Occupancy** to ensure the location is approved for the particular activity being licensed.
- If you are working from your residence, a Home Occupation Permit is required. To begin this process, you may contact the Planning Technician at 304.696.4438.
- **Contractors:** All contractors, sub-contractors, and electrical contractors must provide a copy of their WV State Contractor’s License and a Certificate of General Liability Insurance with the City of Huntington as the certificate holder.
- **Rental:** Any person(s) who furnishes a real property for lease or rent for any purpose, which includes Class 4 properties, is required to obtain a Business License.
- **Third Party Payroll Servicers** need to obtain a license for the payroll company as well as obtain a license for their client.
- A **Business and Occupation Tax Return** and **City Service Fee Form** will be mailed quarterly once the business license has been obtained.
**ATTACH A COPY OF WV ABC LICENSE**

<table>
<thead>
<tr>
<th>Business License Category</th>
<th>Liquor Retail Outlet (Includes General Business License)</th>
<th>Private Club (Includes General Business License)</th>
<th>Beer (Includes General Business License)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General Business License</td>
<td>62 Class A Store—Liquor License $1,120.00</td>
<td>3 Less than 1,000 Members $620.00</td>
<td>65 Brewery $520.00</td>
</tr>
<tr>
<td>75 Rental General Business LLC</td>
<td>63 Class B Store—Liquor License $1,120.00</td>
<td>4 More than 1,000 Members $1,370.00</td>
<td>6 Distributor $270.00</td>
</tr>
<tr>
<td>11 Hawker/Peddler $20.00</td>
<td>5 Fraternal, Veterans, or Non-Profit Social Club $495.00</td>
<td>27 Real Estate Vendor $500.00</td>
<td>7 Dispenser or Club $120.00</td>
</tr>
<tr>
<td>28 Real Estate Broker $25.00</td>
<td></td>
<td>29 Real Estate Sales Agent $10.00</td>
<td>8 Cold Package Carry-Out $120.00</td>
</tr>
<tr>
<td>64 Contractor License $90.00</td>
<td></td>
<td>66 Electrical Contractor (Sole Proprietor) $20.00</td>
<td>9 Warm Pack Carry-Out $35.00</td>
</tr>
<tr>
<td>66 Electrical Contractor</td>
<td></td>
<td></td>
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</tbody>
</table>

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Type of Business Ownership

- Sole Proprietor
- Partnership
- LLC
- Corporation
- Trust

Business Activity Classification (Check all that apply)

Proper classification of your business functions determines the correct license fees as well as Business and Occupation tax rate(s).

- Amusement
- Contracting
- Manufacturing
- Small Loans
- Utilities
- Banking
- Rental
- Service
- Retail, Restaurant
- Wholesale

*Real Estate Rental Business Only*  
(Attach additional sheet, if necessary)

<table>
<thead>
<tr>
<th>Property Address</th>
<th>No. of Units</th>
<th>Tenant</th>
<th>Check One That Applies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 800 Fifth Avenue</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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 Contact Information

Home Address: ________________________________

Phone: (Mobile) ____________________ (Home) __________________

Print Name: ____________________________  Applicant Signature: __________ Date: ______________

Payments

- Cash
- Check No. _________________
- Credit Card

Credit Card Payments (Circle One):
  - Discover / MasterCard / Visa

CARD NUMBER: __________________________

SIGNATURE: ____________________________

EXP. DATE: __________________________

BILLING ZIP CODE: ____________________

Make checks payable to City of Huntington

SHOW AMOUNT PAID HERE: $____________

Please note: A Business and Occupation Tax Return and City Service Fee Form will be mailed quarterly once the business license has been obtained.

OFFICE USE ONLY

- Certificate of Occupancy
- Home Occupation
- B&O
- CSF
- Hotel/Motel
- Amusement

Completed By: ______________
Date Issued: ______________