



Inspections and Permits Division

800 Fifth Avenue

P.O. Box 1659

Huntington, WV 2571

Certificate of Occupancy Application Instructions

A Certificate of Occupancy (CO) is required before any new building can be occupied or before an existing building can be used for a new purpose. This applies whenever a new business goes into an existing or new structure or there is a change of business owner.

1. Research the property and building prior to signing a lease or purchasing the property.
 - a. Contact the Planning and Zoning Division to confirm that the proposed use is permitted in that location by the City Code of Ordinances;
 1. Phone: (304) 696-4438
 2. Email: gilkersonc@cityofhuntington.com
 3. Location: City Hall, Main Floor, Room 2
2. Submit the application for the Certificate of Occupancy Permit with the required fee.
 - a. If a building permit is necessary, submit the Certificate of Occupancy application after the building permit application;
 - b. Otherwise, submit prior to opening your business.
3. Schedule inspections for the Certificate of Occupancy with the Permit Technician.
 - a. If you obtained a building permit, the structure must have passed all final inspections (i.e. building, electrical, plumbing, mechanical, fire, etc.);
 - b. The premises should be set up for business, but prior to the official opening;
 - c. Call at least two (2) days ahead of time so that your inspections can be scheduled with all applicable inspectors who will need to be there.
4. Be present at the inspection.
 - a. The inspectors will notify you at this time if additional work is needed before you open your business.
5. Certificate of Occupancy will be issued after all applicable inspectors have signed off.
 - a. A representative from the Finance Division will notify you that your CO permit and business license are available to be picked up.
 - b. The CO and license should be displayed in a prominent location in your business.

Basic checklist

The following checklist is not inclusive, but is intended to aid the Business Owner in preparing for the inspection. Once you have verified that this list is complete, call to schedule your Certificate of Occupancy Inspections.

- 1. Address numbers are on building.
- 2. Install handrails on stairs.
- 3. All egress doors must operate correctly.
- 4. Electrical service adequate for the business.
- 5. Existing wiring suitable for intended use.
- 6. Assure that the existing system has no: overloaded circuits, damaged insulation on conductors, exposed live conductors.
- 7. Assure that the existing system's over-current protection is in good working order and junction boxes are covered.
- 8. Emergency lights and exit lights required. Must be in good working condition, if applicable, emergency batteries.
- 9. Fire extinguisher(s) must have current inspection certification.
- 10. Maintain a minimum 36" to 44" exit access. Distance will depend on size of exit doorway.
- 11. Maintain a minimum 18" clearance from top of storage to bottom of sprinkler head.
- 12. Maintain a 3 ft. area around electrical equipment.
- 13. Good housekeeping area around mechanical equipment.
- 14. Provide adequate handicapped toilet facilities.
- 15. Provide hot and cold potable water to all hand sinks.
- 16. Provide all necessary back-flow protection devices for all equipment connected to the potable water supply.
- 17. Provide a properly vented exhaust fan for all toilet rooms.
- 18. Any unused storage tanks must be removed, unless otherwise approved.

Additional Information

- A change of use requires the building or space to meet all of the existing codes for the new use.
- Please check with the Inspections and Permits Division for building code regulations.
- If you received a building permit, a final building inspection does not allow occupancy.
- No business should operate inside the city limits of Huntington without a valid Certificate of Occupancy.
- Certificate of Occupancy fees are not refundable.
- If you need the Cabell-Huntington Health Department, please call (304) 523-6483.

Division: Inspections and Permits

Location: City Hall, Room 1

Building Inspector: Jeff Bloss	(304) 696-5512	blossj@cityofhuntington.com
Electrical Inspector: Joey Black	(304) 696-5556	blackl@cityofhuntington.com
Plumbing Inspector: Jeff Bloss	(304) 696-5512	blossj@cityofhuntington.com
Fire Marshal: Captain Mat Winters	(304) 696-5960	mwinters@cityofhuntington.com
Permit Technician: Melissa Kilgore	(304) 696-5905	kilgorem@cityofhuntington.com



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Huntington, WV 25717

Certificate of Occupancy Application

Applicant Name _____ Phone _____
Property Owner _____
Business Address _____
Business Name _____
Business Owner _____ Phone _____
Type of Business _____ Total sq. ft. _____ # of employees _____
Mailing Address (if different) _____
Anticipated occupancy date _____

Are any tenant improvements currently proposed? Yes No
(If yes, a building permit application must be submitted)

Please check one of the following:

- New business at this site: New business and new location
- New owner of existing business: Same business location and same name with new owner
- New location for an existing business: Business has been in existence, but this is a new location
- Other: _____

Previous use in building

Business Name _____
Type of Business _____
Date previous use ended _____

Parking

Total number of off-street parking spaces _____ Number assigned to business _____
Number of shared spaces _____ Total square foot area for public use _____

I hereby certify that I am the business owner/tenant or authorized agent qualified to complete this application and the facts and declarations of intent set forth above are true and are intended to be relied upon by the established officials of the City of Huntington. I have also read and understand the Certificate of Occupancy Permit Application Instructions.

Signature _____ Date _____

Office Use Only: Zoning Requirements	
Zoning: _____	Proposed Use: _____
P / SP / NC	Section # _____ Notes: _____
Approved By: _____	Date: _____