# DEVELOPMENT CHECKLIST

This guide provides a step-by-step overview for your development or redevelopment projects in the City of Huntington that may apply to your project. Follow the three phases sequentially.

## PHASE 1: PRE-PLANNING & ZONING REVIEW

This phase ensures that the proposed project meets the standard 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 (BZA)
- ☐ 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 (WV DOH)

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

- ☐ Encroachment Permit
- ☐ Traffic Study

## 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 & Erison 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 Format

- An architect or engineer stamp is required for plans
- Submit "ready for construction" plans to the Permit Technician at **permits@huntingtonwv.gov**
- Paper copies are accepted only if no other option is available

## Health Permit Plan Review: Applicable Businesses & Review Instructions

- ☐ Food and beverage establishments
- ☐ Bar/tavern
- ☐ Limited video lottery
- ☐ Childcare facilities
- ☐ Tattoo studio/body piercing/microblading/permanent make-up
- ☐ General permits (parks, pools/spas, hotel/motel)
- ☐ Assisted living facilities
- ☐ Mobile home communities and schools

- Note: Plans must be submitted before construction or remodeling
- Review time is 14 days
- Request paperwork at **environmentalpermits@chhdwv.gov**

| Plan Submission: Document Checklist | |
|---|---|
| **General Plans** | Architectural Plans, Site Plans, Structural Drawings (IBC 2018), Elevation Layout, and Landscaping Plans |
| **MEP (Mechanical, Electrical, Plumbing)** | Electrical Drawings (NEC 2020), Mechanical Plans, Plumbing Drawings (IPC 2018) – must include specifications for gas lines & appliances |
| **Life Safety Systems** | Life Safety System Plans NFPA 1 (Fire Code), NFPA 101 (Life Safety Code) |
| **Environmental & Stormwater** | Erosion and Sediment Control Plans **and** Stormwater Management Permit for projects ≥ 10,000 sq. ft.<br><br>Stormwater Management Permit required for:<br>• Projects ≥ 5,000 sq. ft.<br>• Projects < 5,000 sq. ft. if part of a larger development |

## City Reviewers

- Reviews are conducted by:
  - Chief Building Inspector
  - Chief Electrical Inspector
  - Chief Plumbing Inspector
  - Fire Marshal (review is on case-by-case basis)
  - WV State Fire Marsha's Office (WV SFM) Required for certain types of construction and modifications (see below)
  - A *plan review letter* for each review conducted by the WV SFM stating the plans appear to meet code must be submitted to the Permit Technician at **permits@huntingtonwv.gov.**

### Projects Requiring WVSFM Review

| Project Type | Notes |
|---|---|
| New Commercial Construction | All new commercial structures |
| Major Construction | Changes to egress paths, life safety systems, renovations ≥ 50% |
| Kitchen Hood Systems & AES Systems | Automatic extinguishing systems (AES) for under-hood suppression. |

### Review Type & Estimated Timeframe

| Review Type | Estimated Review Time* |
|---|---|
| Site Plan Review | 10 Days |
| Construction Plan Review | 10 Days |
| Stormwater Utility Review | Max 30 Days |
| Cabell-Huntington Health Dept. (CHHD) | 14 Days |
| City of Huntington Fire Marshal | Max 45 Days** |
| WV State Fire Marshal (WV SFM) | 15 Days** |
| WV DOH – Traffic Count/Study | 60 Days** |

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

****Contact the agency for the latest review time.***

### 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: PERMITS, LICENSING, AND OCCUPANCY

### 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.

### Business License

- ☐ Business License Application requires a copy of your WV Business Registration Certificate (WV State Tax Division).
- ☐ Health Permit (Cabell-Huntington Health Department)
- ☐ WV ABCA License (WV Alcohol Beverage Control Administration)
- ☐ Additional approvals may be required from other state agencies, depending on your business type.

### Certificate of Occupancy (CO)

- ☐ An occupancy is required before using a new or existing building for a new business or ownership.

### Sign Permit

- ☐ Submit a Sign Permit application with a site plan.

### Outdoor Dining Permit (Right of Way)

- ☐ Submit a site plan with your Outdoor Dining Permit Application.

# Contact Directory

| City of Huntington | | | |
|---|---|---|---|
| **Name/Department** | **Role or Address** | **Phone Extension/Option** | **Email or Website** |
| Johnny Jones | Business Services Advocate | (304) 696-5540 ext. 2339 | jonesj@huntingtonwv.gov |
| Planning and Zoning Division | Zoning | (304) 696-5540 opt. 3 | planning@huntingtonwv.gov |
| Kim Estep | Permit Technician | (304) 696-5540 ext. 2003 | permits@huntingtonwv.gov |
| Becky Bartlett | B&O and Licensing Specialist | (304) 696-5540 ext. 2314 | bartlettb@huntingtonwv.gov |
| Alan Roby | Fire Marshal | (304) 696-5950 opt. 2 | robya@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, Huntington, WV | (304) 696-4437 | huntingtonsb.com |
| Huntington Stormwater Utility (Sherry Wilkins, Dir.) | 555 7th Ave, Huntington, WV | (304) 696-5564 | sherry.wilkins@huntingtonswu.com |
| Mountaineer Gas Company | 1205 6th Ave, Huntington, WV | (800) 834-2070 | mountaineergasonline.com |
| WV American Water | 4002 3rd Ave, Huntington, WV | (304) 522-3778 | amwater.com |
| WV Dig 811 | 206 Berkeley St, Charleston, WV | (800) 245-4848 | wv811.com |
| **Regulatory Agencies** | | | |
| Cabell-Huntington Health Dept. | 703 7th Ave, Huntington, WV | (304) 523-6483 ext. 270 | cabellhealth.org |
| WV Alcohol Beverage Control Administration | 900 Pennsylvania Ave, Charleston, WV | (304) 356-5500 | abca.wv.gov |
| WV DOT – District 2 | --- | (304) 399-0097 | transportation.wv.gov |