



## PLANNING & ZONING

City of Huntington  
**Planning & Zoning**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, option 3  
[planningdept@huntingtonwv.gov](mailto:planningdept@huntingtonwv.gov)

### Home Occupation Instructions

A home occupation permit is required for any business operating in a residence. The business must be permitted according to the Section 1341.22 of the City of Huntington Zoning Ordinance. All home occupations are required to obtain a State and Municipal Business License.

- 1) Contact the Business Services Advocate, Sarah Bostic, who will assist you throughout the process and provide you with the Municipal Business License and Home Occupation applications.
  - a. Business Services Advocate: Sarah Bostic
  - b. Department: Finance
  - c. Phone: (304) 696-5540, ext. 2339
  - d. Email: [bostics@huntingtonwv.gov](mailto:bostics@huntingtonwv.gov)
- 2) Register your business with the state and complete the Municipal Business License and Home Occupation applications.
- 3) Submit the application Home Occupation application to the Planning and Zoning office to verify the proposed use will be compatible with the neighborhood and receive proof of approval.
  - a. Department: Planning and Zoning
  - b. Phone: (304) 696-5540, opt 3
  - c. Email: [planningdept@huntingtonwv.gov](mailto:planningdept@huntingtonwv.gov)
  - d. Location: City Hall, Main Floor, Room 100
  - e. Please refer to the City of Huntington code Section 1341.22 for the types of occupations that are permitted/prohibited as a home business (included for your convenience).
  - f. The cost of the permit is a yearly fee of \$15
- 4) Submit the Municipal Business License application and proof of Home Occupation approval to the B&O Specialist in the Finance office and pay the licensing fees.
  - a. Department: Finance
  - b. Phone: (304) 696-5540, opt 4
  - c. Email: [finance@huntingtonwv.gov](mailto:finance@huntingtonwv.gov)
  - d. Location: City Hall, Main Floor, Room 103
  - e. You must bring a copy of your WV Business Registration Certificate (other documents may be required).
  - f. You will be able to open for business once you have obtained a Municipal Business License

**\*\*Both your Home Occupation and Municipal Business License are renewed yearly on July 1.**

**City of Huntington Zoning Ordinance Section**  
**1341.22 Home Occupation**

- A. A home occupation shall be conducted completely indoors, and may be within a principal or accessory building. The total amount of floor area of all buildings used for a home occupation shall not be greater than 25 percent of the total floor area of the principal dwelling unit.
- B. There shall be no outdoor operations or outdoor storage of materials, products or equipment.
- C. Signs and Displays - There shall be no use of show windows, business display or advertising visible from outside the premises, except for one non-illuminated sign with a maximum sign area of two square feet on each of two sides and a maximum height of six feet.
- D. Truck Traffic - The use shall not require the parking of, storage of or regular servicing by a vehicle with an aggregate gross vehicle weight of more than 12,000 pounds, except for one vehicle used by a resident whose primary occupation is as an over-the-road driver of such vehicle. Such vehicle shall be parked off-street beyond the front of the house. While parked on the residential lot, such vehicle shall not generate noise beyond normal neighborhood levels.
- E. Uses permitted as a home occupation include, but are not limited to: art studio, home craft businesses (including home craft brewery production (nanobrewery) in accordance with 1341.50), dressmaking, furniture making, office, custom sewing, clerical work, sales or survey over the telephone, tax preparation, musical instruction, tutoring of students, personal service businesses, trade businesses provided there is no on-site assembling, manufacturing, processing, or retail sales, repair service, day care in accordance with Section 1341.13, or one chair beauty or barber shop with no products sold from the premise.
- F. The following uses shall not be permitted as a home occupation: veterinarian office, stable, kennel, funeral home, industrial uses (other than custom crafts and sewing), wholesale or retail sales on the premises (except as accessory to custom crafts and except for sales over the phone, through the mail, or online), restaurant, repairs of motor vehicles or trucking company terminal, manufacturing, or repair of machinery, automobiles, trucks, and motorcycles.
- G. Nuisances - No machinery or equipment shall be permitted that produces noise, noxious odor, vibration, glare, electrical interference or radio or electromagnetic interference beyond the boundary of the property. Only general types and sizes of machinery that are typically found in dwellings for hobby, domestic or sewing purposes shall be permitted. No use shall generate noise or glare in excess of what is typical in a residential neighborhood.
- H. Parking and Loading - The lot shall include sufficient parking for the maximum number of vehicles on-site at one time, plus parking for the dwelling unit. A defined driveway shall be provided, and shall be shown on the site plan. The applicant shall prove that such driveway provides for safe sight distance.
- I. Building Appearance - The exterior of the residential building and the lot shall not be changed in such a way as to decrease its residential appearance, except for permitted parking spaces and the permitted sign.
- J. Hours - A home occupation shall not be conducted in a way that is perceptible from beyond the lot line between the hours of 9 p.m. and 7 a.m. This time limit shall also apply to any loading or unloading of vehicles on the property or on a street that causes noise to adjoining residents.
- K. Hazardous Substances - The use shall not involve the storage or use of hazardous, flammable or explosive substances, other than types and amounts commonly found in a dwelling.
- L. Advertising - The address of the home occupation shall not be advertised in such a way that would encourage customers or salespersons to come to the property without an appointment.
- M. Number of Employees - No employees who are not permanent residents of the dwelling may work on the premise, except for businesses that involve field or on-site service, including salesmen, plumbers, cleaners, home repair, online services and other similar service activities. Such home occupations may employ up to four persons, provided that the home occupation may have 1 Full Time Equivalent employee work at the home office. For the purposes of the Home Occupation Full-Time Equivalent may include up to four employees provided that no more than one employee works on-site at any given time. A Home Occupation may apply for a Special Permit to have more than one (1) employee at the home office provided it is found that based on physical characteristics of the lot the additional employees would not detract from the residential character.
- N. Instruction - Any instruction or tutoring shall be limited to a maximum of four students on the property at any one time.
- O. A permit from the Planner or designee shall be required for any home occupation.



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### Home Occupation Application

**Business Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address (city, state, zip):** \_\_\_\_\_

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

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

Describe in detail the daily operations of the proposed business (production of products and/or services), list the equipment used, where the equipment is stored, and the room or accessory building where the business is to take place:

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Describe the traffic that is to be expected for the proposed business (deliveries, pick-ups, customers/ clients, employees, etc.):

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Describe any on-site advertising or other marketing strategies:

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Describe any alterations to the property needed for the operation of the proposed business:

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What is the anticipated number of employees working for the proposed business that will live outside of the residence? \_\_\_\_\_

If there is more than one employee who does not live at the residence, please elaborate on the anticipated work schedule and any overlap for those employees:

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## Home Occupation Agreement

*Please read and initial each line.*

- \_\_\_\_\_ I certify the lot shall include sufficient parking for the maximum number of vehicles on-site at one time, plus parking for the dwelling unit.
- \_\_\_\_\_ I certify that the home occupation will not cause an increase of pedestrian or vehicular traffic.
- \_\_\_\_\_ I certify that the residential character of the lot and dwelling will be maintained.
- \_\_\_\_\_ I certify the home occupation will not produce external noise, noxious odor, vibration, glare, electrical interference or radio or electromagnetic interference beyond the boundary of the property.
- \_\_\_\_\_ I certify the home occupation will not conduct operations in a way that is perceptible from beyond the lot line between the hours of 9:00 p.m. and 7:00 a.m.
- \_\_\_\_\_ I certify the home occupation will not involve the storage or use of hazardous, flammable, or explosive substances, other than the types and amounts commonly found in the dwelling.
- \_\_\_\_\_ I certify the address of the home occupations will not be advertised in such a way that would encourage customers or salespersons to come to the property without an appointment.

I, the undersigned, acknowledge that I have read and understand the requirements for having a home occupation. I also understand that if my home occupation violates any of the above requirements, the Home Occupation Permit may be revoked without notice.

### FOR OFFICE USE

Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Permit Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

***\*All applications to be submitted must be typed or legibly written in blue or black ink.***

### FOR OFFICE USE ONLY

#### ***Planning***

\_\_\_\_\_ **Approved**      *Conditions:* \_\_\_\_\_  
\_\_\_\_\_ **Denied**      \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_