



HOME OCCUPATION INSTRUCTIONS

**Planning and Zoning
Huntington City Hall
800 Fifth Avenue
P.O. Box 1659
Huntington, WV 25717
(304) 696-5540, opt 3**

A home occupation permit is required for any business operated in a residence. The home occupation must be permitted according to the Section 1341.22 of the City of Huntington Zoning Ordinance. The home occupation is also required to register the business with both the State and obtain a City of Huntington business license.

- 1) Make appointment to meet with the Planning and Zoning office to check requirements and signage.
 - a. Zoning Officer: Patricia Usher
 - b. Department: Planning and Zoning
 - c. Phone: (304) 696-5540, opt 3
 - d. Email: planningdept@huntingtonwv.gov or usherp@huntingtonwv.gov
 - e. Location: City Hall, Main Floor, Room 2

- 2) Obtain and complete the City of Huntington Home Occupation application.
 - a. Please refer to the City of Huntington code Section 1341.22 for the types of occupations that are permitted in your home

- 3) Submit the application to the Planning and Zoning office.
 - a. Location: City Hall, Main Floor, Room 2
 - b. The cost of the permit is a yearly fee of \$15

- 4) Pay for the Home Occupation Permit in Business and Licensing while applying for your Municipal Business License.
 - a. You will need to bring your WV Business Registration Certificate (other documents may be required).
 - b. Location: City Hall, Main Floor, Room 20

- 5) You will be able to open for business once you have obtained a Municipal Business License.

- 6) Both your Home Occupation Permit and your Municipal Business License are renewed yearly starting 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.



HOME OCCUPATION APPLICATION

**Planning and Zoning
Huntington City Hall
800 Fifth Avenue
P.O. Box 1659
Huntington, WV 25717
(304) 696-5540, opt 3**

Business Name: _____ **Phone:** _____

Address (city, state, zip): _____

Applicant Name: _____ **Email:** _____

Property Owner (if not the same): _____ **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:

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

Describe any on-site advertising or other marketing strategies:

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

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:

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
- Denied

Conditions: _____

Reviewed by: _____ Title: _____ Date: _____

BUSINESS LICENSE INFORMATION

City of Huntington
P.O. Box 1659
Huntington, WV 25717-1659
Phone: (304) 696-5540 option 4
Email: finance@huntingtonwv.gov



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 30 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.
 - For more information about the WV Business Registration visit: <https://tax.wv.gov/business/businessregistration>
- The fee for the General Business License is \$20.00.
 - Exceptions include 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 by the Planning Department 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) 696-5540 (option 3).
- **Contractors and Subcontractors:** For faster processing, contractors and subcontractors will need to provide a copy of the WV Business Registration Certificate, WV State Contractor's License (if applicable), and Certificate of General Liability Insurance with the City of Huntington listed 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 and a Residential Rental Unit License.
- **Mobile Food Vendors** (Food Trucks/Carts) need to obtain a Mobile Food Vendor Permit from the Planning Department prior to obtaining a business license.
- **Outdoor Dining Permit:** The Planning Department reviews and approves applications for Outdoor Dining on the public right-of-way.
- A **Business and Occupation Tax Return** and **City Service Fee Form** will be mailed quarterly once the business license has been obtained.

BUSINESS LICENSE APPLICATION

City of Huntington
P.O. Box 1659
Huntington, WV 25717-1659
Phone: (304) 696-5540 option 4
Email: finance@huntingtonwv.gov



ATTENTION: In order to conduct business in the City of Huntington you must obtain a Municipal Business License. Please complete all sections to expedite the application process. All applicants must submit a valid *West Virginia Business Registration Certificate* with the business license application.

<i>Office Use Only</i>
Account Number: _____

Business Data	
Business Name: _____	
Business Federal Tax ID No.: _____	SS No. (If no Federal Tax ID No): _____
Business Owner's Name: _____	Beginning Date of Business in Huntington: _____
Business Phone No.: _____	WV State Tax Department Business Registration Acct. No: _____
Business Location: _____	
Mailing Address (if different than business location): _____	
Inside City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Person for Tax & License Purposes: _____
Payroll Service Provider: Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Phone No./Ext.: _____
Name of Payroll Service Provider: _____	Contact Email: _____
No. of Employees working inside city limits (include business owner): _____	
Give a brief description of your business activity within city limits: _____	

Business License Category			
Check applicable license category:			
<input type="checkbox"/>	1	General Business License	\$ 20.00
<input type="checkbox"/>	75	Rental General Business LLC	\$ 20.00
* If you own any rental property please complete the Real Estate Rental section on second page.			
<input type="checkbox"/>	11	Hawker/Peddler	\$ 20.00
<input type="checkbox"/>	79	General Business (Contractor)	\$ 20.00
<input type="checkbox"/>	27	Itinerant Vendor	\$ 500.00
<input type="checkbox"/>	28	Real Estate Broker	\$ 25.00
<input type="checkbox"/>	29	Real Estate Sales Agent	\$ 10.00
<input type="checkbox"/>		Street Artist License	\$ 20.00
<input type="checkbox"/>		Special Event License	\$ 20.00
* Please also complete the Special Events, Fairs, and Festival application.			
Liquor Retail Outlet (Includes General Business License)			
<input type="checkbox"/>	62	Class A Store—Liquor License	\$1,120.00
<input type="checkbox"/>	63	Class B Store—Liquor License	\$1,120.00
Private Club (Includes General Business License)			
<input type="checkbox"/>	3	Less than 1,000 Members	\$ 620.00
<input type="checkbox"/>	4	More than 1,000 Members	\$1,370.00
<input type="checkbox"/>	5	Fraternal, Veterans, or Non-Profit Social Club	\$ 495.00
Beer (Includes General Business License)			
<input type="checkbox"/>	65	Brewery	\$ 520.00
<input type="checkbox"/>	6	Distributor	\$ 270.00
<input type="checkbox"/>	7	Dispenser or Club	\$ 120.00
<input type="checkbox"/>	8	Cold Package Carry-Out	\$ 120.00
<input type="checkbox"/>	9	Warm Pack Carry-Out	\$ 35.00
ATTACH A COPY OF WV ABC LICENSE			

Type of Business Structure							
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC/PLLC	<input type="checkbox"/> LP	<input type="checkbox"/> LLP	<input type="checkbox"/> Trust	<input type="checkbox"/> Nonprofit

Business Activity Classification (Check all that apply)				
<i>Proper classification of your business functions determines the correct Business and Occupation tax rate(s).</i>				
<input type="checkbox"/> Amusement	<input type="checkbox"/> Contracting	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Small Loans	<input type="checkbox"/> Utilities
<input type="checkbox"/> Banking	<input type="checkbox"/> Rental	<input type="checkbox"/> Service	<input type="checkbox"/> Retail, Restaurant	<input type="checkbox"/> Wholesale

Real Estate Rental Business Only (Attach additional sheet, if necessary)					
Property Address	No. of Units	Tenant		Check One That Applies	
		Business	Residential	City Refuse	Dumpster*
<i>Example: 800 Fifth Avenue</i>	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*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/Agent Contact Information		
Home Address: _____		
Phone: (Mobile) _____	(Home) _____	
Print Name: _____	Applicant Signature: _____	Date: _____

Payments		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Credit Card
Please check the applicable credit card type: <input type="checkbox"/> Discover / <input type="checkbox"/> MasterCard / <input type="checkbox"/> Visa		
CARD NUMBER: _____	EXP. DATE: _____	
SIGNATURE: _____	CVV: _____	
<i>Make checks payable to City of Huntington</i>	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 (Business Setup Checklist)
<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> Home Occupation
<input type="checkbox"/> B&O
<input type="checkbox"/> CSF
<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Amusement
<input type="checkbox"/> WVBRC
Completed By: _____
Date Issued: _____