



FINANCE DIVISION

City of Huntington
Finance Division
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 4
finance@huntingtonwv.gov

Itinerant Vendor Requirements

1. You will need to submit a valid West Virginia Business Registration Certificate prior to obtaining a City of Huntington Business License.
 - Contact: WV State Tax Department
 - 1124 Smith Street, Charleston, WV
 - Phone: (304) 558-3333
 - File online at www.business4wv.com
 - West Virginia Consumer Sales Tax in the City limits of Huntington is 7%
2. The City of Huntington Itinerant Vendor License annual fee is \$500.
 - This license will cover any events held in Huntington city limits.
 - This fee does not cover the amount due to the promoter of the event.
 - Please submit a Driver's License or Photo Identification
 - Must post a \$5,000 Surety Bond payable to the City of Huntington.
3. Business and Occupation Taxes and City Service Fee will apply.
4. Meter Parking must be approved by The Huntington Municipal Parking Board should you want to park and sell items in our downtown area.
 - Phone: (304) 696-5909
5. Designated locations for vendors may be assigned for events.
6. To park in any of the following locations, please obtain permission from the management of each entity in advance: Streets abutting the Mountain Health Arena (City of Huntington), Harris Riverfront Park (City of Huntington), The Greater Huntington Park and Recreation District (all other parks), Pullman Square, Marshall University or any owner of a private lot.
 - As a courtesy to others please do not sell in front of a similar business as yours.