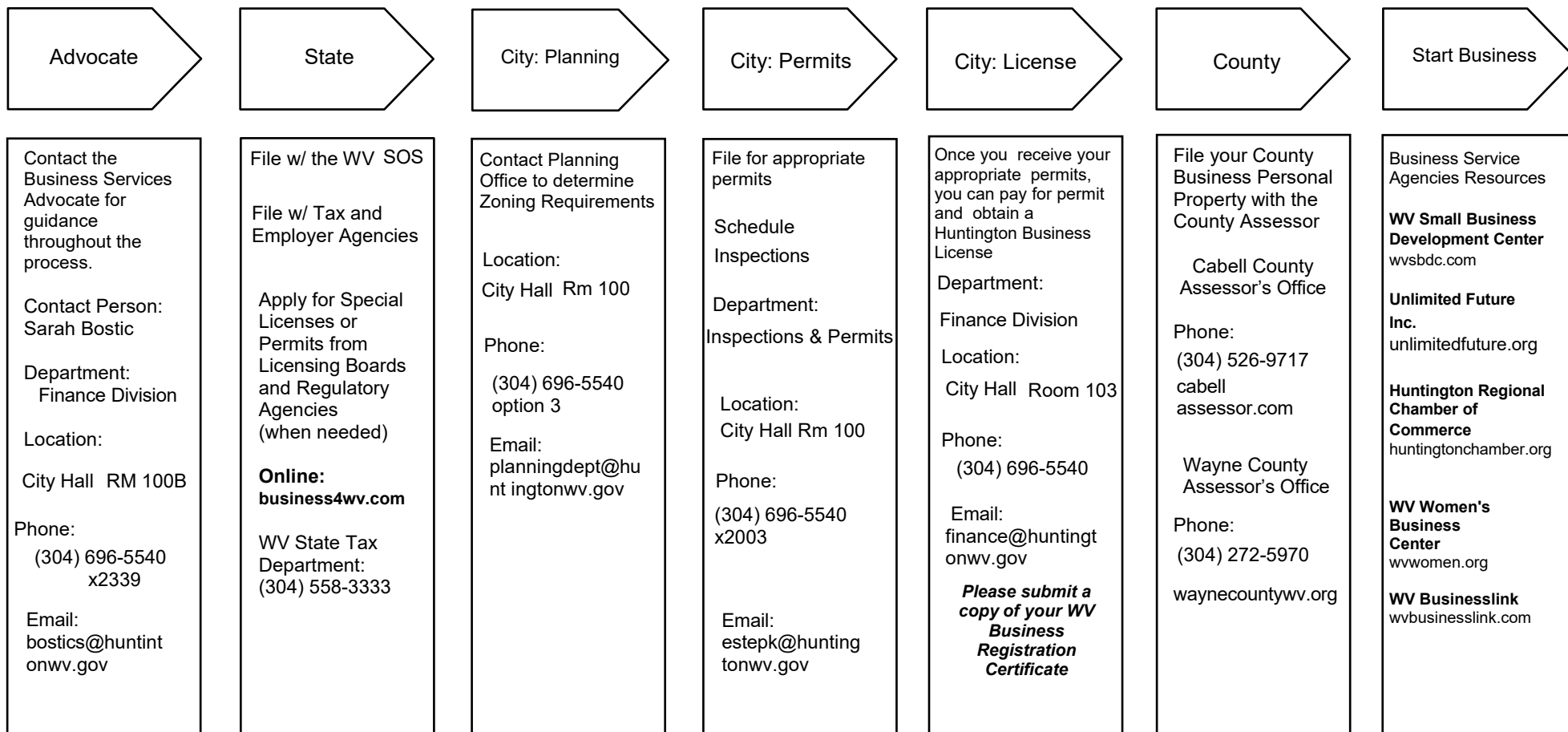




# STEPS TO START A BUSINESS IN HUNTINGTON, WV



*Certain business types such as restaurants, tattoo/body piercings, and day cares require a Health Permit from the Cabell-Huntington Health Department. For more information, visit [www.cabellhealth.org/environmental-services/](http://www.cabellhealth.org/environmental-services/) or call (304) 523-6483.*



# INSPECTIONS AND PERMITS DIVISION

City of Huntington  
**Inspections and Permits**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540  
planningdept@huntingtonwv.gov

## Certificate of Occupancy Instructions

A Certificate of Occupancy 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) Contact or meet with the staff member in the Planning and Zoning office to check zoning, discuss signage, and to complete the Certificate of Occupancy application.
  - a. Department: Planning & 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
  
- 2) Certificate of Occupancy will then be delivered to the Permit Technician for processing by the Zoning Officer.
  - a. Permit Technician: Kim Estep
  - b. Phone: (304) 696-5540 ext. 2003
  - c. Email: [estepk@huntingtonwv.gov](mailto:estepk@huntingtonwv.gov)
  - d. Location: City Hall, Main Floor, Room 100
  
- 3) Pay for the Certificate of Occupancy in Business and Licensing.
  - a. The cost of the Certificate of Occupancy permit is \$75.00.
  - b. Payment:
    - i. **In-person** at City Hall in Room 103, 800 5th Avenue, Huntington, WV 25701 and pay via cash or check or Visa, Discover, or MasterCard. Please note that an additional 3.75% (minimum of \$2.50) service fee will be applied to all credit card transactions.
    - ii. **By mail** to City of Huntington Certificate of Occupancy PO Box 1659, Huntington, WV 25717 and pay via check. Make checks payable to "City of Huntington".
  
- 4) Schedule Inspections: Contact the Permit Technician to schedule inspections.
  - a. Schedule Inspection Appointment:
    - i. Email: [estepk@huntingtonwv.gov](mailto:estepk@huntingtonwv.gov) | Phone: 304-696-5540 ext. 2003 | In-person at Room 100
  - b. The Inspectors will inspect the building in accordance to the intended use.
  - c. Current Codes: IBC 2018, IPC 2018, NEC 2020, and Fire and Life Safety NFPA1-21 ed
  
- 5) Upon completion of the inspections, a representative from Business and Licensing will contact you to pick up your Certificate of Occupancy.
  - a. B&O and Licensing Specialist: Becky Bartlett
  - b. Phone: (304) 696-5540 ext. 2314
  - c. Email: [bartlett@huntingtonwv.gov](mailto:bartlett@huntingtonwv.gov)
  - d. Location: City Hall, Main Floor, Room 103
  
- 6) After your Certificate of Occupancy has been approved, you may apply for your Huntington Business License.
  - a. You will need to bring your WV Business Registration Certificate (other documents may be required).
  
- 7) You will be able to open for business once you have obtained a Huntington Business License.

## 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. GFCI Outlets within 3' of a water source.
- 9. No residential wiring (Romex) in a commercial setting.
- 10. Proper placement of exit lights. And emergency lighting.
- 11. Exhaust fans in restrooms.
- 12. Emergency lights and exit lights required. Must be in good working condition, if applicable, emergency batteries.
- 13. Fire extinguisher(s) must have current inspection certification.
- 14. Maintain a minimum 36" to 44" exit access. Distance will depend on size of exit doorway.
- 15. Maintain a minimum 18" clearance from top of storage to bottom of sprinkler head.
- 16. Maintain a 3 ft. area around electrical equipment.
- 17. Good housekeeping area around mechanical equipment.
- 18. Provide adequate handicapped toilet facilities.
- 19. Provide hot and cold potable water to all hand sinks.
- 20. Provide all necessary back-flow protection devices for all equipment connected to the potable water supply.
- 21. Provide a properly vented exhaust fan for all toilet rooms.
- 22. 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 most current 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.
- Certain business types such as restaurants, tattoo/body piercings, and day cares require a Health Permit from the Cabell-Huntington Health Department. For more information, visit [www.cabellhealth.org/environmental-services/](http://www.cabellhealth.org/environmental-services/) or call (304) 523-6483.

### Division: Inspections and Permits

#### Location: City Hall, Room 100

Building Inspector: Todd Darst	(304) 696-5540	ext. 2205	darstt@huntingtonwv.gov
Electrical Inspector: Joey Black	(304) 696-5540	ext. 2206	blackl@huntingtonwv.gov
Plumbing Inspector: Chris Johnson	(304) 696-5540	ext. 2209	johnsong@huntingtonwv.gov
Permit Technician: Kim Estep	(304) 696-5540	ext. 2003	estepk@huntingtonwv.gov
Fire Marshal: Alan Roby	(304) 696-5960		robya@huntingtonwv.gov



# INSPECTIONS AND PERMITS DIVISION

City of Huntington  
**Inspections and Permits**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540  
planningdept@huntingtonwv.gov

## Certificate of Occupancy Application

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

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

**Business Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Total sq. ft.:** \_\_\_\_\_ **Number of employees:** \_\_\_\_\_ **Anticipated occupancy date:** \_\_\_\_\_

**Describe business operations:** \_\_\_\_\_

### **Previous use in building**

**Business Name** \_\_\_\_\_ **Business Type** \_\_\_\_\_ **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:** \_\_\_\_\_

### **Rental Property** *(only for rental property owners)*

**Number of units:** \_\_\_\_\_ **Bedrooms per unit** \_\_\_\_\_

**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: \_\_\_\_\_

*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** \_\_\_\_\_

<b>Office Use Only: Zoning Requirements</b>		
Zoning: _____	Parcel # _____	Proposed Use: _____
P / SP / NC	Section # _____	Notes: _____
Reviewed By: _____	Title : _____	Date: _____



# INSPECTIONS AND PERMITS DIVISION

City of Huntington  
**Inspections and Permits**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540  
planningdept@huntingtonwv.gov

## Certificate of Occupancy (CO) Inspections

**Instructions** (optional): Provide Certificate of Occupancy (CO) Inspection form for the inspectors to sign. If all inspections have passed, take the inspection form to the Permit Technician, Melissa Kilgore, in Room 103. CO will be printed and taken to Room 20. ***Certificate of Occupancy and Business License are issued at the same time.***

Business Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

<b>Building Inspector</b>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Date Inspected:	Signature:
---------------------------	-------------------------------	-------------------------------	-----------------	------------

Notes: \_\_\_\_\_

Re-inspection Date and Time (if needed): \_\_\_\_\_

<b>Electrical Inspector</b>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Date Inspected:	Signature:
-----------------------------	-------------------------------	-------------------------------	-----------------	------------

Notes: \_\_\_\_\_

Re-inspection Date and Time (if needed): \_\_\_\_\_

<b>Plumbing Inspector</b>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Date Inspected:	Signature:
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Notes: \_\_\_\_\_

Re-inspection Date and Time (if needed): \_\_\_\_\_

<b>Fire Marshal</b>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Date Inspected:	Signature:
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Notes: \_\_\_\_\_

Re-inspection Date and Time (if needed): \_\_\_\_\_

***\* If violations are found, you will have 10 business days to correct violations and obtain a re-inspection.***



## Health Permit Determination Form

**Instructions: Email completed form to [Jessica.Barton@chhdwv.gov](mailto:Jessica.Barton@chhdwv.gov)**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Are you going to be selling/serving any of the following?

	Yes	No
Food	_____	_____
Beverages	_____	_____
Beer and/or Alcohol	_____	_____

2. Will your business provide any of the following services?

	Yes	No		Yes	No
Tattoo/Body Piercing	_____	_____	Restaurant	_____	_____
Microblading	_____	_____	Bar/Tavern/Video Lottery	_____	_____
Hotel/Motel	_____	_____	Catering/Cottage Food	_____	_____
Childcare	_____	_____	Food Truck	_____	_____
Retail Food Store	_____	_____			
Assisted Living	_____	_____			
Swimming/Therapy Pool	_____	_____			
Hot Tub/Spa	_____	_____			

**If you said yes to any options, please contact the Cabell-Huntington Health Department at 304-523-6483, ext. 270.**

**Cabell-Huntington Health Department has two Clean Indoor Air regulations titled: A Regulation Eliminating Electronic Smoking Devices in Workplaces and Public Places and Cabell County and City of Huntington Clean Indoor Air Regulation of 2010.**

Business owners have the responsibility to post "No Smoking" signs in the establishment and to assure all ashtrays and other smoking paraphernalia are excluded in the business. Outside areas of service are to be smoke-free. Signage materials are provided free of charge to all businesses. Please contact us if you would like signage.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# PLANNING & ZONING

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

## Sign Permit Application

**\*\*A Sign/Site Plan MUST be submitted with this application \*\***

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

### Sign Information:

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

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Sign Fabricator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Sign Installer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Total Estimated Cost (labor and materials):** \_\_\_\_\_

### Please answer the following questions regarding the proposed signage:

1. What is the linear street frontage of the commercial space or building? \_\_\_\_\_
2. Please list the specifications for each new sign below:

**Sign 1:** \_\_\_\_\_

Dimensions: \_\_\_\_\_ x \_\_\_\_\_

Square footage: \_\_\_\_\_

Projection from wall: \_\_\_\_\_

Height mounted: \_\_\_\_\_

Illumination type:

- Internal
- External

Facings:

- Single-sided
- Double-sided

If window sign:

Window dimensions: \_\_\_\_\_ x \_\_\_\_\_

**Sign 2:** \_\_\_\_\_

Dimensions: \_\_\_\_\_ x \_\_\_\_\_

Square footage: \_\_\_\_\_

Projection from wall: \_\_\_\_\_

Height from grade: \_\_\_\_\_

Illumination type:

- Internal
- External

Facings:

- Single-sided
- Double-sided

If window sign:

Window dimensions: \_\_\_\_\_ x \_\_\_\_\_

**Sign 3:** \_\_\_\_\_

Dimensions: \_\_\_\_\_ x \_\_\_\_\_

Square footage: \_\_\_\_\_

Projection from wall: \_\_\_\_\_

Height from grade: \_\_\_\_\_

Illumination type:

- Internal
- External

Facings:

- Single-sided
- Double-sided

If window sign:

Window dimensions: \_\_\_\_\_ x \_\_\_\_\_

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

I, the undersigned, do hereby certify that I have read and examined this document and do certify that all information included therein is true and correct to the best of my knowledge, and I authorize the City of Huntington to investigate all statements or other information contained in this application form and any attachments submitted with it. I understand and agree that any misrepresentation, falsification, or material omission of information may result in denial of my permit. I will comply with all applicable laws and ordinances whether specified herein or not. I understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or performance of construction. I certify that all building requirements have been met, including wind load. Furthermore, I, the undersigned, do hereby agree to assume responsibility for any and all other liabilities which may arise or occur, including, but not limited to, any personal injuries or property damage, arising out of the use of said permit.

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY: Zoning Requirements

Received: \_\_\_\_\_ Permit #: \_\_\_\_\_ Zoning: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Variance required Project Number: \_\_\_\_\_ Approved \_\_\_ Denied

Conditions: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_



## FINANCE DIVISION

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

### **Business License Information**

Any person who is engaging in any business activity in West Virginia must first have a West Virginia Registration Certificate from the West Virginia State Tax Division. You can obtain the certificate online by registering at [www.business4wv.com](http://www.business4wv.com).

Locations in Huntington: After finding a potential site, zoning regulations require that your business activity be permitted at your chosen location. Review zoning map by visiting [cityofhuntington.com](http://cityofhuntington.com) or contact Planning & Zoning office at [planningdept@huntingtonwv.gov](mailto:planningdept@huntingtonwv.gov). In addition to a Business License, you may also need a Certificate of Occupancy, a Home Occupation Permit, a Mobile Food Vendor Permit, or an Outdoor Dining Permit, depending on the type of business you are operating.

Once you have received your West Virginia Business Registration Certificate, you can apply for a Huntington Business License at [www.cityofhuntington.com](http://www.cityofhuntington.com), in-person RM 103, or by mail. The Business License is \$20. License fees are not prorated. Other license categories have additional license fees, such as real estate and businesses selling alcohol.

#### **Steps to Obtain a Huntington Business License**

1. Obtain a West Virginia Business Registration Certificate.
2. Complete the Business License application.
3. Pay the business license fee.
4. Submit your application and any required documentation.
  - I. Once you have submitted your completed application and paid the fee, your business license will be reviewed and once approved, the certificate will be mailed to you. Business Licenses expire on June 30 of each year, and you will be mailed a renewal notice in June each year.

#### **Information for Specific Types of Businesses:**

- Contractors and subcontractors must provide WV State Contractor's License, Certificate of General Liability Insurance with the City of Huntington listed as the certificate holder.
- Any person(s) who furnishes non-owner occupied a property for lease or rent for any purpose, which includes Tax Class 4 properties, is required to complete a Rental Registry Packet.
- Mobile Food Vendors (Food Trucks/Trailers) need to obtain a Mobile Food Vendor Permit from Planning Department prior to obtaining a business license
- Outdoor Dining on the public right-of-way must seek approval by the Planning Department.

#### **Business and Occupation (B&O) Tax**

- I. All businesses in Huntington must file Business and Occupation (B&O) Taxes.
- II. B&O Taxes are based on gross income (sales).
- III. B&O Tax Returns must be filed quarterly, due 30 days after the end of the filing period. Filing periods end on March 31, June 30, September 30, and December 31.

#### **City Service Fee**

- I. Five-dollar (\$5.00) per week per employee working within the city limits of Huntington.
- II. This fee applies to all individuals who report to work at a physical location or work from home within the City.
- III. The CSF is due for each week an employee worked, regardless of the number of hours worked.
- IV. Filing periods end on March 31, June 30, September 30, and December 31.



# West Virginia Business Registration Certificate Example

This Certificate is required for new businesses and existing businesses to obtain the City of Huntington Business License.

## WEST VIRGINIA STATE TAX DEPARTMENT BUSINESS REGISTRATION CERTIFICATE

ISSUED TO:

HUNTINGTON, WV

BUSINESS REGISTRATION ACCOUNT NUMBER

This certificate is issued on: 06/24/2014

JUNE  
20

*This certificate is issued by  
the West Virginia State Tax Commissioner  
in accordance with Chapter 11, Article 12, of the West Virginia Code.*

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

*This certificate is not transferrable and must be displayed at the location for which issued.*

*This certificate shall be permanent until cessation of the business for which the certificate of registration  
was granted, or until it is suspended, revoked, or cancelled by the Tax Commissioner.*

*Change in name or change of location shall be considered a cessation of the business and a new  
certificate shall be required.*

*TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of  
this certificate displayed at every job site within West Virginia.*

atL008 v.4  
L2140467776

**Contact the WV State Tax Department to obtain a copy of  
your WV Business Registration Certificate**

**Phone: (304) 558-3333**

**Email: [wvbusinessregistration@wv.gov](mailto:wvbusinessregistration@wv.gov)**

**Online: [tax.wv.gov/business/businessregistration](http://tax.wv.gov/business/businessregistration)**



# FINANCE DIVISION

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

## Business License Application

**ATTENTION:** All applicants must submit a copy of their **West Virginia Business Registration Certificate** with the business license application. See Business License Information for more information.

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

Business Data	
Business Name: _____	
EIN.: _____	SS No. (If no, EIN): _____
Business Owner's Name: _____	Beginning Date of Business in Huntington: _____
Business Phone No.: _____	<b>WV State Tax Department</b> Business Registration Acct. No: _____
Business Location: _____	
<b>Mailing Address</b> (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: _____
<b>No. of Employees working inside city limits (include business owner):</b> _____	
Give a description of your business activity within city limits: _____	

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


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 <i>(Check all that apply)</i>				
<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 <i>(Attach additional sheet, if necessary)</i>					
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: _____

Payment for Business License
<p><b>In-person</b> at City Hall in Room 103, 800 5<sup>th</sup> Avenue, Huntington, WV 25701 and pay via cash, check or Visa, Discover or MasterCard. Please note that an additional 3.75% (minimum of \$2.50) service fee will be applied to all credit card transactions.</p> <p><b>By mail</b> to City of Huntington Business License Tax PO Box 1659, Huntington, WV 25717 and pay via check. Please make checks payable to "City of Huntington." Credit card payments will not be accepted through mail.</p> <p><b>Online</b> email your application to <a href="mailto:finance@huntingtonwv.gov">finance@huntingtonwv.gov</a>. Once your return has been processed, you will receive an email stating you can submit payment online at <a href="http://cityofhuntington.com">cityofhuntington.com</a> via e-check (additional \$1.95 service fee) or Visa, Discover or MasterCard (additional 3.75% service fee, minimum of \$2.50 per transaction).</p> <div style="text-align: right;">  </div>

**Note:** Business and Occupation Tax Return and City Service Fee Return will be mailed quarterly once the business license has been obtained. For more information, visit [cityofhuntington.com](http://cityofhuntington.com).

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 Entered: _____