



# STEPS TO START A BUSINESS IN HUNTINGTON, WV

Advocate	State	City: Planning	City: Permits	City: License	County	Start Business
<p>Contact the Business Services Advocate for guidance throughout the process.</p> <p>Contact Person: Sarah Bostic</p> <p>Department: Finance Division</p> <p>Location: City Hall Room 100</p> <p>Phone: (304) 696-5540 x2339</p> <p>Email: bostics@huntingtonwv.gov</p>	<p>File w/ the WV SOS</p> <p>File w/ Tax and Employer Agencies</p> <p>Apply for Special Licenses or Permits from Licensing Boards and Regulatory Agencies (when needed)</p> <p><b>You can register online at <a href="http://www.business4wv.com">www.business4wv.com</a></b></p> <p>WV State Tax Department: 1124 Smith Street Charleston, WV (304) 558-3333 8:00 am–5:00 pm</p>	<p>Contact Planning Office to determine Zoning Requirements</p> <p>Contact Person: Patricia Usher</p> <p>Department: Planning</p> <p>Location: City Hall Room 103</p> <p>Phone: (304) 696-5540 option 3</p> <p>Email: planningdept@huntingtonwv.gov</p>	<p>File and pay for appropriate permits</p> <p>Schedule CO Inspections</p> <p>Department: Inspections &amp; Permits Division</p> <p>Location: City Hall Room 103</p> <p>Phone: (304) 696-5540 x2003</p> <p>Email: kilgorem@huntingtonwv.gov</p>	<p><b>Once you receive your appropriate permits, you can obtain a City Business License</b></p> <p>Department: Finance Division (Revenue)</p> <p>Location: City Hall Room 103</p> <p>Phone: (304) 696-5540 option 4</p> <p>Email: finance@huntingtonwv.gov</p> <p><b>Please submit a copy of your WV Business Registration Certificate from the WV State Tax Department</b></p>	<p>File your County Business Personal Property with the County Assessor</p> <p>Cabell County Assessor's Office</p> <p>Phone: (304) 526-9717</p> <p>Website: cabellassessor.com</p> <p>Wayne County Assessor's Office</p> <p>Phone: (304) 272-5970</p> <p>Website: www.waynecountywv.org</p>	<p>Business Service Agencies Resources</p> <p>WV Small Business Development Center</p> <p>Website: <a href="http://www.wvsbdc.com">www.wvsbdc.com</a></p> <p>Unlimited Future Inc.</p> <p>Website: <a href="http://www.unlimitedfuture.org">www.unlimitedfuture.org</a></p> <p>Huntington Regional Chamber of Commerce</p> <p>Website: <a href="http://www.huntingtonchamber.org">www.huntingtonchamber.org</a></p>

**Please note:** 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 please visit <https://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](mailto: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 Zoning Officer in the Planning and Zoning office to check zoning, discuss signage, and to complete the Certificate of Occupancy application.
  - a. Zoning Officer: Patricia Usher
  - b. Department: Planning
  - c. Phone: (304) 696-5540, opt 3
  - d. Email: [usherp@huntingtonwv.gov](mailto:usherp@huntingtonwv.gov) or [planningdept@huntingtonwv.gov](mailto:planningdept@huntingtonwv.gov)
  - e. 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. Location: City Hall, Main Floor, Room 100
  - b. Permit Technician: Melissa Kilgore
  - c. Phone: (304) 696-5540 ext. 2003
  - d. Email: [kilgorem@huntingtonwv.gov](mailto:kilgorem@huntingtonwv.gov)
- 3) Pay for the Certificate of Occupancy in Business and Licensing.
  - a. Location: City Hall, Main Floor, Room 103
  - b. The cost of the Certificate of Occupancy permit is \$75.00.
- 4) Schedule Inspections: Contact the Permit Technician to schedule inspections.
  - a. The Inspectors will inspect the building in accordance to the 2015 International Building Code to determine if the structure meets the appropriate codes for the intended use.
  - b. Department: Public Works, Inspections and Permits Division
  - c. Location: Inspectors -- City Hall, Lower Level, Room 5 (**Appointments are scheduled in Room 100**)

Building Inspector: Todd Darst	(304) 696-5540	ext. 2205	<a href="mailto:darstt@huntingtonwv.gov">darstt@huntingtonwv.gov</a>
Electrical Inspector: Joey Black	(304) 696-5540	ext. 2206	<a href="mailto:blackl@huntingtonwv.gov">blackl@huntingtonwv.gov</a>
Plumbing Inspector: Chris Johnson	(304) 696-5540	ext. 220	<a href="mailto:johnsonc@huntingtonwv.gov">johnsonc@huntingtonwv.gov</a>
Permit Technician: Melissa Kilgore	(304) 696-5540	ext. 2003	<a href="mailto:kilgorem@huntingtonwv.gov">kilgorem@huntingtonwv.gov</a>
Fire Marshal: Capt. Mat Winters	(304) 696-5540	ext. 4004	<a href="mailto:wintersm@huntingtonwv.gov">wintersm@huntingtonwv.gov</a>
- 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 Municipal 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 Municipal 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 please visit <https://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: Melissa Kilgore	(304) 696-5540	ext. 2003	kilgorem@huntingtonwv.gov
Fire Marshal: Capt. Mat Winters	(304) 696-5540	ext. 4004	wintersm@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** \_\_\_\_\_

### **Office Use Only: Zoning Requirements**

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

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

<b>Electrical 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>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: \_\_\_\_\_

**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	_____	_____
Group Home/Sober Living	_____	_____		_____	_____
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**

**FOR OFFICE USE**

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

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

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

Zoning and Parcel: \_\_\_\_\_

Variance required

Project Number: \_\_\_\_\_

Approved

Denied

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

\_\_\_\_\_

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





## FINANCE DIVISION

City of Huntington  
**Finance Division**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540

### Business License Information

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](http://www.cityofhuntington.com), contact the Finance Division at the address listed above, or in person at City Hall, Room 103, 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](http://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.

# 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

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.

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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

### Business License Application

**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.

*Office Use Only*

**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: ☐ Yes ☐ No

Contact Person for Tax & License Purposes: \_\_\_\_\_

Payroll Service Provider: Yes ☐ No ☐

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:**

☐ 1 General Business License \$ 20.00

☐ 75 Rental General Business \$ 20.00

**\* If you own any rental property please complete the Real Estate Rental section on second page.**

☐ 11 Hawker/Peddler \$ 20.00

☐ 79 General Business (Contractor) \$ 20.00

☐ 27 Itinerant Vendor \$ 500.00

☐ 28 Real Estate Broker \$ 25.00

☐ 29 Real Estate Sales Agent \$ 10.00

☐ Street Artist License \$ 20.00

☐ Special Event License \$ 20.00

**\* Please also complete the Special Events, Fairs, and Festival application.**

**Liquor Retail Outlet** (Includes General Business License)

☐ 62 Class A Store—Liquor License \$1,120.00

☐ 63 Class B Store—Liquor License \$1,120.00

**Private Club** (Includes General Business License)

☐ 3 Less than 1,000 Members \$ 620.00

☐ 4 More than 1,000 Members \$1,370.00

☐ 5 Fraternal, Veterans, or Non-Profit Social Club \$ 495.00

**Beer** (Includes General Business License)

☐ 65 Brewery \$ 520.00

☐ 6 Distributor \$ 270.00

☐ 7 Dispenser or Club \$ 120.00

☐ 8 Cold Package Carry-Out \$ 120.00

☐ 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>	<b>SHOW AMOUNT PAID HERE: \$</b> _____	

**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: _____