



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 RM 100B</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>Online: business4wv.com</p> <p>WV State Tax Department: (304) 558-3333</p>	<p>Contact Planning Office to determine Zoning Requirements</p> <p>Location: City Hall Rm 100</p> <p>Phone: (304) 696-5540 option 3</p> <p>Email: planningdept@huntingtonwv.gov</p>	<p>File for appropriate permits</p> <p>Schedule Inspections</p> <p>Department: Inspections & Permits</p> <p>Location: City Hall Rm 100</p> <p>Phone: (304) 696-5540 x2003</p> <p>Email: estepk@huntingtonwv.gov</p>	<p>Once you receive your appropriate permits, you can pay for permit and obtain a Huntington Business License</p> <p>Department: Finance Division</p> <p>Location: City Hall Room 103</p> <p>Phone: (304) 696-5540</p> <p>Email: finance@huntingtonwv.gov</p> <p>Please submit a copy of your WV Business Registration Certificate</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 cabellassessor.com</p> <p>Wayne County Assessor's Office</p> <p>Phone: (304) 272-5970 waynecountywv.org</p>	<p>Business Service Agencies Resources</p> <p>WV Small Business Development Center wvsbdc.com</p> <p>Unlimited Future Inc. unlimitedfuture.org</p> <p>Huntington Regional Chamber of Commerce huntingtonchamber.org</p> <p>WV Women's Business Center wwwwomen.org</p> <p>WV Businesslink wvbusinesslink.com</p>

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/ 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
 - 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
 - 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 | 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
 - 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/ 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** _____

Office Use Only: Zoning Requirements

Zoning: _____ **Parcel #** _____ **Proposed Use:** _____

P / SP / NC **Section #** _____ **Notes:** _____

Reviewed By: _____ **Title :** _____ **Date:** _____



Health Permit Determination Form

Instructions: Email completed form to 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: _____

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

Phone: (304) 558-3333

Email: wvbusinessregistration@wv.gov

Online: 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 Information

1. Register with the WV State Tax Division

- Obtain a **WV Business Registration Certificate**. Apply online: www.business4wv.com

2. Identify Zoning Requirements and Apply for Applicable Permits

- Make sure that the location of the proposed business is zoned for your business
- Email: planningdept@huntingtonwv.gov
- Include any needed permits:
 - Certificate of Occupancy
 - Home Occupation Permit
 - Mobile Food Vendor Permit
 - Outdoor Dining Permit

3. Apply for a Huntington Business License

- Apply online, in person (Room 103), or by mail
- Fee: \$20. Fee may vary based on business license type
- Once approved, your license will be mailed
- Licenses expire June 30 each year, and renewal notices are sent out no later than June

Additional Requirements by Business License Type

- **Contractors:** Submit WV State Contractor's License and General Liability Insurance (City listed as certificate holder)
- **Rental Property Owners (Tax Class 4 Properties):** Register each rental unit for the Rental Registry. Go to cityofhuntington.com for more information.
- **Charitable Organizations:** A copy of the IRS 501 (c) determination is required

Business and Occupation (B&O) Tax

- Based on gross income
- Filed quarterly (due 30 days after March 31, June 30, September 30, and December 31)

City Service Fee

- Five-dollar (\$5.00) per week per employee working in city limits
- Applies to all individuals who report to work at a physical location or work from home
- Filed quarterly (due 30 days after March 31, June 30, September 30, and December 31)

Exemption from Business License and B&O Tax in Huntington:

You may be exempt from obtaining a business license and paying B&O tax if all of the following apply:

- You are an independent contractor (as defined in WV Code §21-5I-4) or a sole proprietor
- You earn less than \$2,500 in annual gross revenue
- You do not maintain a permanent physical location within Huntington city limits

Important Note

- Even if you qualify for exemptions, you are still required to register for the City Service Fee (CSF) if you report to work at a physical location or work from your home in Huntington city limits



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.

Office Use Only

Account Number: _____

Business Data

Business Name:	
EIN:	SS No. (If no, EIN):
Business Owner's Name:	Beginning Date of Business in Huntington:
Business Phone No.:	WV State Tax Division Business Registration Acct. No:
Business Location:	
Mailing Address (if different):	
Inside City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Person for Tax & License Purposes:
Payroll Service Provider: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Phone No:
Name of Payroll Service Provider:	Contact Email:
No. of Employees working inside city limits (include business owner):	
Describe your business activity within city limits:	

Business License Type (Check applicable license type)

<input type="checkbox"/>	General Business License	\$ 20.00
<input type="checkbox"/>	Non-profit	\$ 0.00
<input type="checkbox"/>	Rental General Business*	\$ 20.00
* If you own any rental property, please complete the Real Estate Rental section on the second page.		
<input type="checkbox"/>	Hawker/Peddler	\$ 20.00
<input type="checkbox"/>	General Business (Contractor)	\$ 20.00
<input type="checkbox"/>	Itinerant Vendor	\$ 500.00
<input type="checkbox"/>	Real Estate Broker	\$ 25.00
<input type="checkbox"/>	Real Estate Sales Agent	\$ 10.00
<input type="checkbox"/>	Street Artist License	\$ 20.00
<input type="checkbox"/>	Special Event License**	\$ 20.00
**Visit cityofhuntington.com for the Special Events, Fairs, and Festival Application.		
Liquor Retail Outlet (includes General Business License)		
<input type="checkbox"/>	Class A Store—Liquor License	\$1,120.00
<input type="checkbox"/>	Class B Store—Liquor License	\$1,120.00
Private Club (includes General Business License)		
<input type="checkbox"/>	Less than 1,000 Members	\$ 620.00
<input type="checkbox"/>	More than 1,000 Members	\$1,370.00
<input type="checkbox"/>	Fraternal, Veterans, or Non-Profit Social Club	\$ 495.00
Beer (includes General Business License)		
<input type="checkbox"/>	Brewery	\$ 520.00
<input type="checkbox"/>	Distributor	\$ 270.00
<input type="checkbox"/>	Dispenser or Club	\$ 120.00
<input type="checkbox"/>	Cold Package Carry-Out	\$ 120.00
<input type="checkbox"/>	Warm Pack Carry-Out	\$ 35.00
PROVIDE A COPY OF YOUR WV ABCA 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 (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	✓			✓

*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) _____	Email Address: _____	
Print Name: _____	Applicant Signature: _____	Date: _____

Payment for Business License	
<p>In-person: City Hall in Room 103, 800 5th Avenue, Huntington, WV 25701, and pay via cash, check, or Visa, Discover, or MasterCard. Please note that an additional 3.75% service fee (minimum of \$2.50) will be applied to all credit card transactions.</p> <p>Mail: 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 the mail.</p> <p>Online: email your application to finance@huntingtonwv.gov. Once your return has been processed, you will receive an email stating you can submit payment online at cityofhuntington.com 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>	<p style="text-align: center;">Use this QR code to pay after your application is processed</p> <div style="text-align: center;">  </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.

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: _____