



Inspections and Permits Division
800 Fifth Avenue
P.O. Box 1659
Huntington, WV 25717
Phone: (304) 696-5540

New Development Checklist

Planning Approval:

Applicant shall have approval document from the Planning and Zoning Division verifying that the Zoning Requirements have been met for this location. Planner will verify if the following reviews are required.

- Planning Commission
- Board of Zoning Appeals
- Historic Preservation Commission
- Floodplain Development Permit

WV Department of Transportation (WV Division of Highways):

- Contact WV DOH to determine if property is adjacent to a state route
- Encroachment Permits (*if applicable*)
- Traffic Count/Traffic Study (*if applicable*)

Water Quality Board:

- Stormwater Management Plan (Huntington Stormwater Utility)
- Sediment & Erosion Control Application (Huntington Stormwater Utility)
- Floodwall Encroachment Approval (Huntington Stormwater Utility)
- Sewer Tap Application (Huntington Sanitary Board)

Demolition Plans: (*if applicable*)

- Building Permit Application
- Testing and abatement verification
- Property inspection
- Verification of utility disconnection
- Verification of insurance

Construction Drawings:

Plans submitted for a building permit will be reviewed in 2 stages. Stage 1 will be an administrative completeness review to check that plans are complete enough to conduct a thorough code review. Stage 2 is a substantive review which is a review for code compliance.

- Site Plan/Construction Documents (**Submit two (2) detailed sets and one (1) electronic set -- Architect or Engineer stamp is required**)
 - Site and Landscaping Plans
 - Stormwater Plans for projects 5000 sq. ft. and greater
 - Erosion and Sediment Control Plans for projects 5000 sq. ft. and greater
 - Structural Drawings (International Building Code 2015)
 - Plumbing Drawings (International Plumbing Code 2015)
 - Electrical Drawings (National Electrical Code 2017)
 - Mechanical Drawings (International Mechanical Code 2015)
 - Fire Sprinkler System (Fire sprinkler NFPA 2018)
 - Submit to the WV State Fire Marshal for approval
 - National Fire Protection Association (NFPA) Life Safety Code (2018)

Building Permit:

- Address Review (contact GIS Analyst)
- Building Permit Application (include total cost of labor and materials)
- A complete subcontractor list
 - Contractors and subcontractors will need to be licensed in the City and State (*See Contractor and Subcontractor Requirements*)

Plan Re-Submittal: Changes to approved plans, if needed

- Description of changes being proposed to approved plans
- Field copy of “Approved Plans” is with plan re-submittal
- For structural changes, 2 sets of floor and/or roof truss specifications and structural calculations are included
- If adding new work, need to submit 2 sets of proposed new work along with a new application for new permit

Signage

- Review Sign Permit Instructions
- Sign Permit Application
- Sign Site Plan (can be included with construction drawings)

Certificate of Occupancy

- Building Permit Application
- Schedule inspections

Business License (if applicable)

- Business License Application
- WV Business Registration Certificate
- Health Permit (if applicable)
- WV ABCA License (if applicable)
- WV ATF Permit (if applicable)
- Other regulatory agency approval: _____

Board and Commission Approval (if applicable): Contingent upon submission of completed application and documentation.

Board of Zoning Appeals	2 months for final decision
Planning Commission	2 ½ months for final decision

Review Period: Contingent upon submission of completed application and documentation.

Stormwater Plan Review	30 Days
Site Plan Review	10 Days
Construction Plan Review	10 Days
WV State Fire Marshal Review	~10 Days (check with WVSFO for review time)
Traffic Count/Study (if applicable)	60 Days

Departmental Contact Information

Name, Title	Department	Contact
Sarah Bostic, Business Services Advocate <i>*Advocate provides guidance through the zoning, permitting, and licensing process.</i>	Finance	Location: City Hall Room 1 Phone: (304) 696-5540 ext. 2339 Email: bostics@huntingtonwv.gov Website: www.cityofhuntington.com
Janney Lockman, Planner or Patricia Usher, Zoning Officer	Planning and Development	Location: City Hall Room 2 Phone: (304) 696-5540 ext. 2093 Email: lockmanj@huntingtonwv.gov or usherp@huntingtonwv.gov
Brad Nunley, GIS Analyst <i>*Contact for address verification</i>	Planning and Development	Location: City Hall Room LL 7 Phone: (304) 696-5540 ext. 2104 Email: nunleyb@huntingtonwv.gov
Melissa Kilgore, Permit Technician	Inspections and Permits	Location: City Hall, Room 1 Phone: (304) 696-5540 ext. 2003 Email: kilgorem@huntingtonwv.gov
Becky Bartlett, B&O and Licensing Specialist	Finance: Business and Licensing	Location: City Hall Room 20 Phone: (304) 696-5540 ext. 2314 Email: bartlett@huntingtonwv.gov
Capt. Mat Winters, Fire Marshal	Huntington Fire Department	Location: 839 7 th Ave Phone: (304) 696-5540 ext. 4004 Email: wintersm@huntingtonwv.gov

Additional Regulatory Agencies Contact Information

Agency	Contact
Cabell-Huntington Health Department	Location: 703 7 th Ave, Huntington, WV 25701 Phone: (304) 523-6483 Website: www.cabellhealth.org
WV Alcohol Beverage Control Administration	Mailing Address: WV Alcohol Beverage Control Administration 900 Pennsylvania Ave., 4th Floor Charleston, WV 25302 Phone: (304) 356-5500 Email: ABCC.Licensing@wv.gov Website: www.abca.wv.gov/licensing
WV Department of Transportation WV Division of Highways D/2	Mailing Address: P.O. Box 880 Huntington, WV 25712 Phone: (304) 528-5939 Website: www.transportation.wv.gov/highways Contact Person/Division: Permits
WV Fire Commission Office of the State Fire Marshal	Location: 1207 Quarrier St., (2nd Floor), Charleston, WV 25301 Phone: (304) 558-2191 Website: www.firemarshal.wv.gov Plan Submittal: http://www.firemarshal.wv.gov/Divisions/Fire_Inspections/Pages/Plans-and-Review-Division.aspx

Utility Companies Contact Information

Appalachian Power	Phone: (888) 710-4237 Website: www.appalachianpower.com
Huntington Sanitary Board	Location: 555 7 th Ave, Huntington, WV 25701 Phone: (304) 696-4437 Website: www.huntingtonsb.com Email: Wesley Leek wleek@huntingtonsb.com or Jay Edward jedwards@huntingtonsb.com Grease Traps Sarah Kelley Phone: (304) 781-1926 Email: greasehsb@huntingtonsb.com
Huntington Stormwater Utility	Location: 555 7 th Ave, Huntington, WV 25701 Phone: (304) 781-1952 Mailing Address: P.O. Box 7578 Huntington, WV 25777 Sherry Wilkins, Stormwater Director Email: sherry.wilkins@huntingtonswu.com
Mountaineer Gas Company	Location: 1205 6 th Ave, Huntington, WV 25701 Phone: (800) 834-2070 Website: http://www.mountaineergasonline.com
WV American Water	Location: 4002 Ohio River Rd, Huntington, WV 25702 Phone: (800) 685-8660 (Customer Service) Local Phone: (304) 522-3778 Website: www.amwater.com