



FINANCE DIVISION

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

Residential Rental General Business Requirements

The City of Huntington's residential rental property ordinance (Article 1737) seeks to ensure that rental housing in the city is maintained in a good, safe, and sanitary condition, and to provide an efficient system for compelling both absentee and local landlords to correct violations and maintain, in proper condition, rental property within Huntington city limits.

Complete Forms

- Required Forms
- Residential Rental Property Inspection Application
 - Residential Rental Unit Registration Form
 - Business License Application

Submit To

Email: finance@huntingtonwv.gov
Mail: City of Huntington ATTN: Rental Registry, P.O. Box 1659, Huntington, WV 25717
In-person: 800 5th Ave, Room 20

Inspections

- Inspection Scheduling: Representative from Inspections Division will contact property owner/agent to schedule inspection.
- Tenant Notification: Property owner must notify tenant. Tenant must consent to inspection. Tenant may be present during inspection.

Rental Registry Inspections

- Inspection Frequency: Periodic inspections can occur once in any twelve (12) month period for each rental unit. Inspections may be initiated based upon complaints.
- Inspection Fees: 1st Inspection: \$0 1st re-inspection: \$50.00/unit 2nd re-inspection: \$100.00/unit

Certificate of Occupancy Inspections

- Inspection Frequency: CO inspections are required for new buildings, new owners, or change in occupancy or use.
- Inspection Fees: \$75.00

Business License

- License Fees: Business License: \$20 Rental Registry Fee: \$0
- Supporting Documentation: WV Business Registration Certificate
WVARR Certification (*if applicable*)

Rental Property Resources

- Office of the WV Attorney General: Renters' Rights: A Guide to Landlord-Tenant Law in West Virginia
Online: <https://ago.wv.gov/consumerprotection/documents/renters%27%20rights%20brochure.pdf>
- U.S. Department of Housing and Urban Development: Local Tenant Rights, Laws & Protections: West Virginia
Online: https://www.hud.gov/states/west_virginia/renting/tenantrights



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Inspection Requirements

Basic Checklist

All rental property owners need to comply with NEC 2020, IRC 2018, IPC 2018, and WV State Code. The following **checklist is not inclusive**, but is intended to aid the Property Owner in preparing for the inspection.

Fire

1. Smoke detectors required
 - 1 in every bedroom and immediate area outside of bedroom and 1 in a common area on all levels
 - No smoke detectors in the kitchen
2. Carbon monoxide detectors are required in any residence that has a fuel burning cooking or heating source including gas water or an attached garage

Building

1. Address numbers are on building
2. Install handrails on stairs
3. All egress doors must operate correctly
4. All bedrooms must have properly operating windows

Electric

1. The existing system has no: overloaded circuits, damaged insulation on conductors, exposed live conductors.
2. GFCI outlets within 6 ft of water source
3. Breakable bulbs have to have an enclosure
4. Existing wiring suitable for intended use
5. Electrical service adequate for the residence
6. Maintain a 3 ft. area around electrical equipment

Plumbing/Mechanical

1. Any bathroom that doesn't have an openable/operable window has to have a properly vented exhaust fan
2. Provide hot (minimum 110°F) and cold potable water to all fixtures and sinks
3. Proper heat source
4. All gas appliances must be properly vented
5. Gas ventless heaters cannot be the primary source of heat
6. Disconnect at the water heater if it is not in site of the electric panel

Re-Inspections: You will have 10 days to correct any violations unless other accommodations have been made with the appropriate inspector.



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Residential Rental Property Inspection Application

Instructions: Please complete the application for each property and submit by email to finance@huntingtonwv.gov, by mail to City of Huntington ATTN: Rental Registry, P.O. Box 1659, Huntington, WV 25717 or in-person at 800 5th Ave, Room 20.

Contact Information	
Applicant Name:	_____
Applicant Email:	_____
Applicant Phone:	_____

Property Information	
Property Address:	_____
Property Owner:	_____

Rental Property/Dwelling Unit Information	
Number of units:	Number of floors _____
<input type="checkbox"/> Single-Unit (1)	Number of residents per unit _____
<input type="checkbox"/> Two-Unit (2)	Number of bedrooms per unit _____
<input type="checkbox"/> Multi-Unit (3 or more)	Number of bathrooms per unit _____

I hereby certify that I am the property owner 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 acknowledge knowingly providing false information may result in fines.

Signature _____ **Date** _____

Office Use Only: Zoning Requirements	
Zoning: _____	Proposed Use: _____
P / SP / NC	Section # _____ Notes: _____

Office Use Only: Inspection Assigned to	
<input type="checkbox"/> Housing Division	<input type="checkbox"/> Inspections & Permits Division
<input type="checkbox"/> Office of the Fire Marshal	
Assigned By: _____	Date Assigned: _____



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Residential Rental Unit Registration Form

Instructions: Please complete and submit the Residential Rental Unit Registration Form to the Finance Division, Attn: Residential Rental Registry by email, mail or in-person.

Landlord Information			
Business Name:			
Business Address:			
Business Phone:		Email Address:	
City License Number:			

Local Agent / Emergency Contact Information (If Different From Above)			
Name:			
Address:			
Phone:		Email Address:	

Designated Person Authorized To Accept All Legal Notices Or Services Of Process With Respect To The Rental Properties / Units Listed On Attachment A (If Different From Above)			
Name:			
Address:			
Phone:		Email Address:	

Pursuant to Article 1737.05 of the Codified Ordinances of the City of Huntington, those found to have reported false information or who have failed to register any units as described and required under Article 1737, shall be liable for fines not less than \$200 nor more than \$500 per offense and / or penalties of \$100 for each month or fraction thereof in default of the license requirement, respectively. Penalties shall apply to each residential rental unit for which a license is not issued. By signing below, I certify that I have notified the Assessor's Office, of the County in which this realty is located, that this property has been converted to and / or is being used as rental housing.

Landlord/Agent Signature: _____ **Date:** _____

Residential Rental Unit Registration Form | Unit List

Instructions: Please complete and include all residential rental units owned within the city limits of Huntington. Use additional sheets for other rental units as necessary. Please indicate if the Cabell or Wayne Assessor’s Office has been notified by initialing below.

Residential Rental Unit(s) Information			
Unit Address:			
Date Renting Began:		Number of Bedrooms:	
Date Property was Purchased:		Maximum Number of Tenants:	
Unit 1			
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit 2			
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit 3			
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit 4			
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit 5			
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	

Assessor’s Office Notification

I have notified the _____ County Assessor’s Office that this property is or has been converted to rental housing. _____ (initial)



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Business License Application

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, contact the Finance Division at the address listed above, or in person at City Hall, Room 20, 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.
 - 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.



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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.

<i>Office Use Only</i>
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: <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:
No. of Employees working inside city limits (include business owner):	
Give a description of your business activity within city limits:	

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

Type of Business Structure

Sole Proprietor
 Partnership
 Corporation
 LLC/PLLC
 LP
 LLP
 Trust
 Nonprofit

Business Activity Classification (Check all that apply)

Proper classification of your business functions determines the correct Business and Occupation tax rate(s).

Amusement
 Contracting
 Manufacturing
 Small Loans
 Utilities
 Banking
 Rental
 Service
 Retail, Restaurant
 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

Cash
 Check No. _____
 Credit Card

Please check the applicable accepted credit card types:
 Discover /
 MasterCard /
 Visa

CARD NUMBER: _____ EXP. DATE: _____

SIGNATURE: _____ CVV: _____

Make checks payable to City of Huntington **SHOW AMOUNT PAID HERE: \$** _____

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: _____