



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 good, safe, and sanitary condition and to provide an efficient system for compelling both absentee and local landlords to correct violations and maintain rental property within Huntington city limits in proper condition.

Rental Registry Forms

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

- Submission Options
- Email:** finance@huntingtonwv.gov
 - Mail:** City of Huntington ATTN: Rental Registry, P.O. Box 1659, Huntington, WV 25717
 - In-person:** 800 5th Ave, Room 103

Inspections

Inspection Scheduling A representative from the Inspections Division will contact the property owner/agent to schedule an inspection.

Tenant Notification The property owner must inform the tenant, and the tenant must complete a consent form for the inspection.

Tenant Consent Form You can find the consent form here:

- cityofhuntington.com/residents/rental-property-inspections
- Scanning the QR code.



Forms can be emailed to housinginspection@huntingtonwv.gov, or the property owner can submit them at the 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 on complaints.

Inspection Fees 1st Inspection: \$0 1st Re-inspection: \$50.00/unit 2nd Re-inspection: \$100.00/unit

Certificate of Occupancy (CO) Inspections

Inspection Frequency Inspection is required for new buildings, new owners, or changes in occupancy or use.

Inspection Fee \$75.00

Business License

License Fee Business License: \$20 Rental Registry Fee: \$0

Supporting Documentation WV Business Registration Certificate | WVARR Certification (if applicable)

Exemptions: *Must submit documentation for any of the below to finance@huntingtonwv.gov*

- Hotels, motels, inns, bed & breakfasts, or short-term rentals (under 30 days)
- Hospitals, nursing homes, assisted living, or similar facilities under the jurisdiction of the West Virginia State Fire Marshal
- Homeless shelters
- Public housing or housing owned by the Huntington Housing Authority or governmental agency
- College/university dorms or student housing
- Single-family homes occupied by a relative, with no rental income
- Housing for medical students, interns, or residents provided by a hospital

Rental Property Resources

Renters' Rights: A Guide to Landlord-Tenant Law in WV | ago.wv.gov

Home & Apartment Legal Information | legallaidwv.org/legal-information/legal-topic/home-apartment/



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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. Please contact the inspector directly for further information.*

Inspector Contacts:

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. 220 | johnsonc@huntingtonwv.gov

Fire Marshal: Alan Roby (304) 696-5950 | robya@huntingtonwv.gov

Housing Inspectors:

Steve Adkins: (304) 696-5540 ext. 2214 | T.R. Bocook: (304) 696-5540 ext. 2213 | Ryan Slater: (304) 696-5540 ext. 2219



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Residential Rental Property Inspection Application

Complete the Residential Rental Property Inspection Application for each property.
You can find this application here:

- Online: cityofhuntington.com/residents/rental-property-inspections
- Scan the QR code.



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

Property Information	
Property Address:	_____
Property Owner:	_____

Rental Property/Dwelling Unit Information	
Number of units: <input type="checkbox"/> Single-Unit (1) <input type="checkbox"/> Two-Unit (2) <input type="checkbox"/> Multi-Unit (3 or more)	Number of floors _____ Number of residents per unit _____ Number of bedrooms per unit _____ 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 intended to be relied upon by the established officials of the City of Huntington. I acknowledge that knowingly providing false information may result in fines.

Signature: _____ **Date:** _____

Office Use Only: Zoning Requirements	
Zoning: _____	Proposed Use: _____
P / SP / NC	Section # _____ Notes: _____
<input type="checkbox"/> Inspections & Permits Division <input type="checkbox"/> Housing Division	
Assigned By: _____	Date Assigned: _____



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Residential Rental Unit License Request Form

Provide the landlord information requested below. If applicable to the property, provide local agent/emergency contact information and/or designated authorized 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 Authorized Person To accept all legal notices or services of process for the rental properties/units listed. (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: _____



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Residential Rental Unit License Request Form Unit List

Complete the unit list for each property with all applicable information for each unit.
 You can find this application here:



- Online: cityofhuntington.com/residents/rental-property-inspections
- Scan the QR code

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

Assessor's Office Notification *Indicate if the Cabell or Wayne Assessor's Office has been notified by initialing below.*

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 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.

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 or contact Planning & Zoning office at 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, 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.



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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.

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 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"/>	<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 cityofhuntington.com for the Special Events, Fairs, and Festival Application.			
Liquor Retail Outlet (Includes General Business License)			
<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
Private Club (Includes General Business License)			
<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
Beer (Includes General Business License)			
<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
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 <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>In-person at 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% (minimum of \$2.50) service fee will be applied to all credit card transactions.</p>	
<p>By mail 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>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>	

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: _____