



## New Development Checklist

### **Planning and Zoning Division:**

The applicant shall have an approval document from the Planning and Zoning Division verifying that the Zoning Requirements have been met for this location. The 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 the WV Department of Highways to determine if the 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 two stages. Stage 1 will be an administrative completeness review to ensure the 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 2018)
- Plumbing Drawings (International Plumbing Code 2018)
- Electrical Drawings (National Electrical Code 2020)



- Fire Sprinkler System (Fire sprinkler NFPA 2021)
  - Submit to the WV State Fire Marshal for approval
- National Fire Protection Association (NFPA) Life Safety Code (2021)

**Building Permit:**

- \_\_\_\_\_ Address Review (contact Planner II)
- \_\_\_\_\_ 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

**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
- \_\_\_\_\_ 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 completed application and documentation submission.

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 Agency for review time)
Traffic Count/Study (if applicable)	60 Days

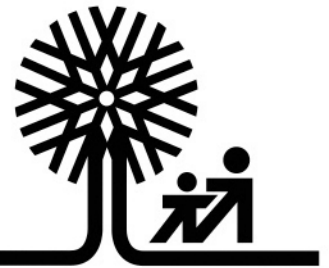
### City of Huntington Departmental Contact Information

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 100B Phone: (304) 696-5540 ext. 2339 bostics@huntingtonwv.gov
Stephanie Petruso, Senior Planner	Planning and Development	Location: City Hall Room 100C (304) 696-5540 ext. 2093 pertusos@huntingtonwv.gov
Steve Curry, Planner II <i>*Contact for address verification</i>	Planning and Development	Location: City Hall Room 100C (304) 696-5540 ext. 2092 currys2@huntingtonwv.gov
Kim Estep, Permit Technician	Inspections and Permits	Location: City Hall, Room 100 Phone: (304) 696-5540 ext. 2003 estepk@huntingtonwv.gov
Becky Bartlett, B&O and Licensing Specialist	Finance	Location: City Hall Room 100 (304) 696-5540 ext. 2314 bartlettb@huntingtonwv.gov
Alan Roby, Fire Marshal	Huntington Fire Department	Location: 839 7 <sup>th</sup> Ave (304) 696-5960 robya@huntingtonwv.gov



## Regulatory Agencies Contact Information

Agency	Contact
Cabell-Huntington Health Department	703 7 <sup>th</sup> Ave, Huntington, WV 25701 Phone: (304) 523-6483 <a href="http://www.cabellhealth.org">www.cabellhealth.org</a>
WV Alcohol Beverage Control Administration	900 Pennsylvania Ave., 4th Floor Charleston, WV 25302 Phone: (304) 356-5500 Email: <a href="mailto:ABCA.Licensing@wv.gov">ABCA.Licensing@wv.gov</a> <a href="http://www.abca.wv.gov">www.abca.wv.gov</a>
WV Department of Transportation WV Division of Highways, District Two	P.O. Box 880, Huntington, WV 25712-0880.  Citizen Assistance Coordinator, Karen Saunders Phone: (304) 399-0097  District Two Engineer/Manager, Rob Pennington Phone: (304) 528-5573  Secretary to District Two Engineer/Manager, Lisa Hunter Phone: (304) 528-5923 <a href="http://www.transportation.wv.gov/highways">www.transportation.wv.gov/highways</a>
WV Fire Commission Office of the State Fire Marshal	1700 MacCorkle Avenue SE, 4th Floor North, Charleston, WV 25314 Phone: (304) 558-2191 <a href="http://www.firemarshal.wv.gov">www.firemarshal.wv.gov</a>



## Utility Companies Contact Information

Appalachian Power	Phone: (888) 710-4237 www.appalachianpower.com
Huntington Sanitary Board	Location: 555 7 <sup>th</sup> Ave, Huntington, WV 25701 Phone: (304) 696-4437 www.huntingtonsb.com  Wesley Leek, Director Email: wleek@huntingtonsb.com  Jay Edward, Assistant Director Email: jedwards@huntingtonsb.com  Sarah Kelley, Grease Traps Inspector Email: greasehsb@huntingtonsb.com
Huntington Stormwater Utility	Location: 555 7 <sup>th</sup> Ave, Huntington, WV 25701 Phone: (304) 696-4437 www.huntingtonswu.com  Sherry Wilkins, Stormwater Director Email: sherry.wilkins@huntingtonswu.com
Mountaineer Gas Company	Location: 1205 6 <sup>th</sup> Ave, Huntington, WV 25701 Phone: (800) 834-2070 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