



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 Management Permit for projects 5000 sq. ft. and greater
- Erosion and Sediment Control Plans and Stormwater Management Permit for projects 10000 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 th Ave (304) 696-5960 robya@huntingtonwv.gov



Regulatory Agencies Contact Information

Agency	Contact
Cabell-Huntington Health Department	703 7 th Ave, Huntington, WV 25701 Phone: (304) 523-6483 www.cabellhealth.org
WV Alcohol Beverage Control Administration	900 Pennsylvania Ave., 4th Floor Charleston, WV 25302 Phone: (304) 356-5500 Email: ABCA.Licensing@wv.gov www.abca.wv.gov
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 www.transportation.wv.gov/highways
WV Fire Commission Office of the State Fire Marshal	1700 MacCorkle Avenue SE, 4th Floor North, Charleston, WV 25314 Phone: (304) 558-2191 www.firemarshal.wv.gov



Utility Companies Contact Information

Appalachian Power	Phone: (888) 710-4237 www.appalachianpower.com
Huntington Sanitary Board	Location: 555 7 th 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 th 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 th 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



Huntington Fire Department 839 7th Avenue, Huntington WV, 25701

April 22, 2024

Plan Review Criteria

Effective immediately, the following project plans shall be submitted to the Huntington Permit Technician (HPT) and the West Virginia State Fire Marshal's Office (WVSFM) for review:

1. All new construction of commercial structures
2. All major construction (change to egress paths, life safety systems, 50% renovation, etc.)
3. Fire Alarm systems **code change May 1, 2024, refer to the WV State Fire Code**
4. Sprinkler systems ** code change May 1, 2024, refer to the WV State Fire Code**
5. Kitchen hood systems
6. Automatic extinguishing systems (AES) for under hood suppression

Plans for repairs, renovations, modifications, changes of use, changes of occupancy classification and additions also shall be submitted to the HPT and the WVSFM.

A digital PDF file (paper copies will be accepted if there is no other option) of all project plans shall be submitted to the HPT. The plans will be reviewed by the City of Huntington's Chief Building Inspector, Chief Electrical Inspector and Chief Plumbing Inspector. Plans also will be reviewed by the City of Huntington Fire Marshal on a case-by-case basis. If the plans appear to meet code, permits will be issued by the HPT.

A complete set of plans shall include:

1. Site Plans
2. Architectural Plans
3. Electrical Plans
4. Mechanical Plans
5. Plumbing Plans
6. Elevation Layout
7. Specification Book, if applicable

WVSFM submission applications for review forms can be found at FireMarshal.WV.gov.

Before a Certificate of Occupancy will be issued, a copy of the "plan review letter" from the WVSFM stating the plans appear to meet code shall be submitted to the HPT.

In the event the WVSFM identifies that plans need to be modified to meet code, the contractor shall stop work immediately and submit corrected plans at the expense of the submitter. Correction of the construction shall be performed to meet the plan modification at the expense of the builder. This may cause modifications or deconstruction of already-constructed materials

****The City of Huntington and its employees shall not be held liable for any plan review or construction cost associated with the project****