



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 103

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>
- U.S. Department of Housing and Urban Development: Local Tenant Rights, Laws & Protections: West Virginia
Online: https://www.hud.gov/states/west_virginia



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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 103.

| 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 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 for each property 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 unit list for each property. 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: | | 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

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.

| |
|------------------------------|
| <i>Office Use Only</i> |
| 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: _____ |