



Licensing, Regulatory, and Tax Requirements for Indiana Businesses: A Checklist Guide for New Businesses

Maria I. Marshall
Professor
Department of Agricultural Economics

Marsha K. Pritchard
Secretary
Department of Agricultural Economics

Acknowledgements

We would like to acknowledge original authors Jerry Nelson, De (Deidre) Bush, and Christy L. Lusk. Several sources were very helpful in compiling this guide and are included in the reference portion of the index. These resources were produced by the following agencies: Indiana Small Business Development Centers, Indiana Department of Health, Indiana Department of Environmental Management, Indiana Secretary of State, and the Indiana State Department of Agriculture.

Table of Contents

Overview 3

Checklist One—General Licensing, Regulatory, and Tax Requirements for All Businesses 4

Checklist Two—Businesses with Employees..... 7

Checklist Three—Businesses with Specific Environmental Concerns..... 9

Checklist Four—Businesses Involved with Food Handling—Wholesale Level 13

Checklist Five—Businesses Involved with Food Handling—Retail Level..... 15

Checklist Six—Businesses with Animals or Animal Products 16

State Agency Directory..... 18

County-Level Directory 20

Indiana Code Pertaining to Business Structure Registration Requirements 112

Specific Occupational Business Licenses 116

References..... 119

Overview

Identifying all of the regulatory requirements a new business must satisfy can be overwhelming. In working with entrepreneurs, we've discovered an abundance of information about how to begin a new business. However, much of the information available mixes suggestions and requirements—how does one know the difference?

This guide was developed to make the daunting task of identifying the requirements for new businesses easier. It serves as a comprehensive checklist that identifies the regulatory requirements that must be satisfied in order to operate a new business in Indiana. While the guide was developed with food and agricultural entrepreneurs in mind, the information provided can be applied to any business. The first checklist in the guide applies to all beginning businesses in Indiana, whether related to agriculture or not. The second identifies requirements for businesses with employees. The third identifies requirements for businesses with specific environmental concerns, such as air and water permits. The fourth and fifth checklists identify requirements for food businesses at the wholesale and retail level. Finally, the sixth checklist identifies requirements for business that will handle animals or animal products.

Additionally, this guide includes state and county-level agency directories, a portion of Indiana Code detailing business structure registration requirements, and an index of additional requirements for specific occupational businesses.

Entrepreneurs can pick and choose the checklists that suit their particular business. For example, if a new food business will construct a new facility and pay employees, the applicable checklists would be 1, 2, 4, and 5 (general checklist, checklist for businesses with employees, checklist for businesses with environmental concerns [because construction will occur], and checklist for businesses involved with food handling at the retail level).

The information provided here is intended to make the administrative components of beginning a business in Indiana as simple as possible. We hope we have been successful.

August 2017

The online guide will be updated on a regular basis. Individuals assisting entrepreneurs can use the online guide as a resource in working with clients by downloading applicable checklists and resources specific to that client's business.

Disclaimer

This guide has been reviewed for accuracy, but the information is subject to amendments and other modifications to Indiana Code. We recommend directly contacting the appropriate agency to verify that the information is accurate and current. The Indiana Code is available online at <http://www.in.gov/legislative/ic/code/>.

Checklist One—General Licensing, Regulatory, and Tax Requirements for All Businesses

Registrations and Applications

- ☐ Register formal business structures¹ with the Business Services Division of the Indiana Secretary of State at http://www.in.gov/core/info_business.html or (317) 232-6576; see Indiana Code Pertaining to Business Structure Registration Requirements section on page 119 for specific guidelines, or search online at <http://www.in.gov/legislative/iac/>.
 - Limited Partnerships—see Indiana Code 23-16-3-2
 - Limited Liability Partnerships—see Indiana Code 23-4-1-45
 - Limited Liability Companies—see Indiana Code 23-18-2-4
 - Corporations—see Indiana Code 23-1-21-2
 - Nonprofit Corporations—see Indiana Code 23-17-3-2
- ☐ Register name of business.
 - Sole proprietorships or general partnerships—register name with the county recorder (see appropriate County-Level Directory) if business name differs from that of the sole proprietor or partners.
 - Corporations, LPs, LLCs, and LLPs—contact the Secretary of State's Office to determine if a name is available² at <http://www.in.gov/sos/business/2436.htm> or (317) 232-6576.
 - Corporations conducting business under a name other than the name of the Articles of Incorporation file the assumed business name with Form 30353 at <http://www.in.gov/icpr/2362.htm> with both the Indiana Secretary of State (see State Agency Directory) and the county recorder (see County-Level Directory).
- ☐ Complete appropriate licensing paperwork requirements (e.g., a certificate of registration is required of professional corporations) for specific businesses. For a list of professions and corresponding regulatory agencies, see the Specific Occupational Business Licenses index.
- ☐ Register for an Employer Identification Number (EIN)³ to pay business taxes on Form SS-4 with the Internal Revenue Service at <http://www.irs.ustreas.gov> or (800) 829-3676.
 - ☐ Complete the State of Indiana Business Tax Application (FormBT-1) to register with the Indiana Department of Revenue (IDOR) for sales tax⁴, withholding tax, corporate tax, and other non-corporate taxes. You can obtain this form at <http://www.in.gov/dor/3744.htm> or by contacting the Department of Revenue at (317) 233-4015.

- ☐ Determine estimated federal tax payments with the Internal Revenue Service using either Form 1040-ES Estimated Tax for Individuals (sole proprietorships, partnerships, LPs, and LLCs) at <https://www.irs.gov/forms-pubs> or Form 1120-W Estimated Tax for Corporations at <https://www.irs.gov/forms-pubs> or (800) 829-4933.
- ☐ Register with the local tax assessor (see County-Level Directory) to pay property taxes on business land and equipment, and certain types of personal property; some exemptions may apply. For more information, contact the Department of Local Government Finance, Assessment Division at <http://www.in.gov/dlgf> or (317) 232-3773.
- ☐ Register commercial vehicle(s) with the local Bureau of Motor Vehicles office (see County-Level Directory).
- ☐ Apply for business insurance with a private agent.

Building Requirements

- ☐ Select business location, and check zoning laws with local area planning commission office (see County-Level Directory), or contact the Indiana Planners Association at <http://www.indianapanning.org/> or (317) 767-7780.
- ☐ If the business will construct a new facility or renovate an existing facility, submit one set of plans to the Plan Review Division of the Office of State Building Commission. More information is available at <http://www.in.gov/dhs/> or (317) 232-6422.
- ☐ Contact the Indiana Department of Environmental Management (IDEM) to identify building requirements (also see Checklist Three—Businesses with Specific Environmental Concerns). More information is available at <http://www.in.gov/idem/> or (317) 232-8603/(800) 451-6027.
- ☐ If an elevator will be operating on business premises, contact the State Emergency Management Agency Elevator Safety Division to perform initial elevator safety inspection at <http://www.in.gov/dhs/2374.htm> or (317) 232-2670.
- ☐ If a boiler or pressure vessel⁵ will be located on the business premises, contact the State Emergency Management Agency Boiler and Pressure Safety Division for an inspection at <http://www.in.gov/dhs/2378.htm> or (317) 232- 1921.
- ☐ Determine sign requirements with county or city engineer's office, and pay a fee depending on value of signage (see County-Level Directory).

Optional

- ☐ Apply for patents, trademarks, and/or copyrights if applicable with state and/or federal government with the Federal Patent and Trademark Office at http://www.uspto.gov/ebc/efs_help.html or by calling (866) 217-9197.
- ☐ If the business will seek outside funding by selling securities, register with the U.S. Securities and Exchange Commission at <http://www.sec.gov/about/forms/secforms.htm> or by calling (800) 732-0330.
- ☐ If the business will develop a website, register an internet domain name with a private agent such as Register.com, DomainDirect.com or Yahoo.com.

¹ Informal business structures such as sole proprietorships and general partnerships are not required to file paperwork with the Secretary of State's Office. For more information, go to <http://www.in.gov/sos/business/3786.htm>, or call the Corporations Office at (317) 232-6576.

² If a business name is available, an application can be filed to reserve that name for 120 days for \$20.00 at <http://www.in.gov/sos/business/2381.htm>, or the business may proceed by filing the Articles of Incorporation, thereby reserving the business name.

³ This is applicable only if the business will: 1) operate as a corporation or a partnership; 2) file excise, alcohol, tobacco, and/or firearms tax returns; 3) withhold taxes on income besides wages to a non-resident alien; 4) has a Keogh plan; or 5) is a type of trust, estate, real estate mortgage investment conduit, non-profit, or farmers' cooperative.

⁴ The Department of Revenue requires any business selling a tangible good to collect sales tax. To do so, apply for a retail merchant certificate, which is included in form BT-1, and submit \$25.00 payment to the Indiana Department of Revenue. To obtain this form, go to <https://secure.in.gov/apps/dor/bt1/>, or call (317) 233-4015. You may file sales tax exemption certificates when applicable. For more information, see <http://www.in.gov/> or contact the Department of Revenue at (317) 233-4016.

⁵ The Indiana Department of Fire and Building Services defines a boiler or pressure vessel as a container that holds gas or liquid under pressure, producing steam, heat, or electricity.

Checklist Two—Businesses with Employees

- ☐ Register for an Employer Identification Number (EIN) to use as the business's taxpayer identification number on Form SS-4 with the Internal Revenue Service at <http://www.irs.ustreas.gov> or (800) 829-1040.
- ☐ Apply to withhold taxes with the Indiana Department of Revenue (IDOR) at [http://www.irs.ustreas.gov/or\(317\)233-4016](http://www.irs.ustreas.gov/or(317)233-4016).
- ☐ Register for an unemployment insurance account by completing Form 2837 to establish the account and Form UC-1, Quarterly Contribution Report (or Form DETS 1020) with the Indiana Department of Workforce Development Unemployment Insurance Division at <http://www.dwd.state.in.us>, or call (317) 232-6702 / (800) 437-9136.
- ☐ Obtain worker's compensation insurance from a private agent, or become qualified as a self-insured employer by the Worker's Compensation Board (for more information contact the Indiana Worker's Compensation Board at <http://www.in.gov/workcomp/> or (317) 233-3808/(800) 824-2667).
- ☐ If the business will employ a minor, obtain and submit a signed Employment Certificate (Intent to Employ/ Form A-1) from the school corporation that the minor attends before employment begins. You can obtain this form from the Indiana Department of Labor Bureau of Child Labor at <http://www.in.gov/dol/childlabor.htm> or (317) 232-2688/(888) 833-6967.
- ☐ Report all new and rehired employees within 20 days of hire to the Indiana New Hire Reporting Center at <http://www.in-newhire.com> or by calling (317) 612-3028/(866) 879-0198.
 - ☐ Complete U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9) with the U.S. Department of Justice for every employee, regardless of citizenship, at http://www.in.gov/dwd/files/2007-01_I-9.pdf or (800) 357-2099.
- ☐ Require employees to complete Internal Revenue Service Employee's Withholding Allowance Certificate (Form W-4) at <http://www.in.gov/iara/2362.htm> or (800) 829-4933.
- ☐ Obtain and post the following. Note each poster title is indicated in bold typeface, followed by the corresponding regulatory agency. Exemptions to posting requirements are noted at <http://www.irs.ustreas.gov/>. At least one copy of each poster is free to any employers by contacting the regulatory agency noted below.
 - **Your Rights Under the Fair Labor Standards Act poster**—required for any business with a gross income of at least \$50,000. Other requirements can be found at <http://www.irs.ustreas.gov/> Indiana Department of Labor, Wage & Hour Division at <http://www.in.gov/dol/> or (317) 232-2673.
 - **Employee Polygraph Protection poster**—required for any business with a gross income of at least \$50,000. You can find other requirements at <http://www.irs.ustreas.gov/> —Indiana Department of Labor, Wage & Hour Division at <http://www.in.gov/dol/> or (317) 232-2673.

- **Your Rights Under the Federal Family and Medical Leave poster**—required if employing 50 or more people within 75 miles—Indiana Department of Labor, Wage & Hour Division at <http://www.in.gov/dol/> or (317) 232-2673.
- **Indiana Minimum Wage Law poster**—required for any business not covered by federal minimum wage and with two or more employees during any work week—Department of Labor, Wage & Hour Division at <http://www.in.gov/dol/> or (317) 232-2673.
- **The Law poster**—required for private employers and anyone holding federal contracts or subcontracts and/or any business receiving federal financial assistance—Equal Employment Opportunity Commission at <http://www.eeoc.gov/> or (317) 226-7212/(800) 669-4000.
- **Equal Opportunity Is the Law poster**—required for any state, political or civil subdivision, anyone employing six or more persons, labor organizations, or employment agencies—Indiana Civil Rights Commission at <http://www.in.gov/icrc/> or (317) 232-2600/(800) 628-2909.
- **Safety and Health Protection on the Job poster**—required for all Indiana businesses except sole proprietorships—Indiana Department of Labor, IOSHA Compliance Division at <http://www.in.gov/dol/2384.htm> or (317) 232-2694.
- **Notice of Teen Worker Hour Restrictions poster**—required for employers of minors 14 to 17 years of age—Indiana Department of Labor, Bureau of Child Labor at <http://www.in.gov/dol/> or (317) 232-2675/(888) 833-6967.
- **Indiana Employment and Training Services Act poster**—required for any business with: 1) one or more employees in 20 different weeks, 2) employees who are paid \$1,500 or more in one quarter, 3) 10 or more employees in agricultural labor for 20 or more weeks in the year, 4) employees who are paid \$20,000 or more in one quarter, 5) employers of domestic labor paid cash wages of \$1,000 or more in one quarter, and or 6) state and political subdivisions—Indiana Department of Workforce Development at <http://www.in.gov/dwd> or (317) 232-6702/(800) 437-9136.
- **Workers' Compensation Notice poster**—required for all businesses subject to the Worker's Compensation Act—Worker's Compensation Board at <http://www.in.gov/workcomp/employers/Posters/index.html> or (317) 232-7101/(800) 824-2667.

Checklist Three—Businesses with Environmental Concerns

Applications for Air Quality Permits

- ☐ If the business has the potential to emit air pollutants, contact an Indiana Department of Environmental Management (IDEM) Air Quality Permit Reviewer to determine the appropriate permits and registration forms at <http://www.in.gov/idem/> or (317) 232-8603/(800)-451-6027.
- ☐ If the business will engage in open burning (and is not located in Lake, Porter, Clark, and Floyd counties, which do not allow open burning), determine the conditions and situations in which this practice is permitted at <http://www.in.gov/idem/> or by contacting the IDEM Air Quality Compliance Office at (800) 421-6027.
- ☐ If the business will be a potential source of fugitive dust—defined by IDEM as the generation of particulate matter to the extent that some portion of the material escapes beyond the property line or boundaries of the property, right-of-way, or easement on which the source is located—ensure that the business complies with fugitive dust rules. More information is available at <http://www.in.gov/idem/> or by contacting the IDEM Air Quality Compliance Office at (800) 421-6027.
- ☐ If the business will renovate a facility, the structure must be inspected by an Indiana-licensed asbestos remover before the renovation can occur. A list of certified inspectors is available on the IDEM website at <http://www.in.gov/idem>.
 - If the inspection indicates the structure is free from asbestos, you must notify IDEM within 10 days using a notification form at <http://www.in.gov/icpr/2362.htm> or by calling (317) 233-3439. If the business is located in Marion County, you must also contact the Office of Environmental Services Environmental Resources Management Division at <http://www.in.gov/indot/2675.htm> or (317) 327-2234.
 - If asbestos is determined to exist, contact IDEM for more information about disposal and removal at <http://www.in.gov/idem/> or (317) 232-8219.
- ☐ If the business will be located in Lake or Porter counties (non-attainment areas, i.e., do not meet Clean Air Act standards for ozone), business vehicles must undergo an Indiana Clean Air Car Check inspection. For more information about the requirements and test sites, go to: <http://www.in.gov/idem/4223.htm>, or contact the Clean Air Car Check hotline at (888) 240-1684.
- ☐ If the business will use ozone-depleting chemicals, such as during the servicing, repair, or disposal of appliances and industrial process refrigeration units, consult IDEM for appropriate permitting information. For more see <http://www.in.gov/idem/4223.htm> or contact the Environmental Protection Agency Stratospheric Protection Division at http://www.in.gov/idem/airquality/files/regional_haze_archive_bart_guidelines.pdf or (800) 296-1996.

Applications for Land Development Permits

- ☐ If the business will construct or modify a facility, complete IDEM Form 49785 Affidavit: Applicant Notification to Adjoining Property Owners/Occupants, which notifies adjoining property owners/occupants living on adjoining property that an environmental permit has been applied for on land that is undeveloped, or on land for which a valid existing permit has not been issued. You can obtain this form at <http://www.in.gov/icpr/2362.htm> or (317) 232- 8603/(800) 451-6027.
- ☐ If the business's construction-related activities will disturb one or more acres of land, apply for a Rule 5 storm water runoff permit¹ with the IDEM Office of Water Quality at <http://www.in.gov/icpr/2362.htm> or (317) 232-8603/(800) 451-6027.
- ☐ If construction will include disturbing a wetland, lake, river, or stream, contact the U.S. Army Corps of Engineers to determine if a Section 404 Water Quality Certification is needed. For northern Indiana, contact the Detroit regional office at (313) 226-2218. For central and southern Indiana, contact the Louisville district office at <http://www.lrl.usace.army.mil/> or (502) 582-5607.
 - If the Corps of Engineers decides a Section 404 permit is needed, you must also obtain an IDEM Section 401 Water Quality certificate. More information is available at <http://www.lrl.usace.army.mil/> or (317) 232-8603/(800) 451-6027.
- ☐ If the business's construction will require dredging, determine if a permit is required by contacting the IDEM Office of Water Quality at <http://www.lrl.usace.army.mil/> or (317) 232-8603/(800) 451-6027.
- ☐ If the business's construction will establish a new public water system (such as a well that will be used by more than 25 individuals for drinking water), register for a drinking water construction permit at <http://www.lrl.usace.army.mil/> or by contacting the IDEM Office of Water Quality Drinking Water Branch at (317) 308-3307.
- ☐ If the business will construct a confined feeding operation,² submit an application with building plans and specifications for the design and operation of manure treatment and control facilities to the IDEM Confined Feeding Program at <http://www.lrl.usace.army.mil/> or (317) 308-3307.
 - Send a signed affidavit to IDEM within 30 days of the construction of the facility but before animals occupy the facility, with a notice of the completed construction and the intent of the business to operate in accordance with the requirement of IDEM's approval. More information is available at <http://www.in.gov/icpr/2362.htm> or (317) 232-8732.
- ☐ If the business will construct, excavate, or fill a floodway, file for a floodway (floodplain) construction permit at <http://www.in.gov/icpr/2362.htm> .

Applications for Water Permits

- ☐ If the business will discharge wastewater, contact the appropriate county health department (see County-Level Directory) to determine local regulations.
- ☐ If the business will transport septic wastes, obtain a wastewater disposal permit at http://www.in.gov/idem/files/small_bus_chap02.pdf or by contacting the Solid Waste Permits Division of the Office of Land Quality at (317) 232-8731.
- ☐ Determine if a Rule 6 National Pollutant Discharge Elimination System (NPDES) general permit for Storm Water Runoff Associated with Industrial Activity is required at <http://www.in.gov/idem/4896.htm> or by contacting the IDEM Rule 6 Coordinator at (317) 233-0202/(800) 451-6027 ext. 30202.
- ☐ If the business will be a municipal wastewater treatment plant or a semi-public facility treating sanitary wastewater, public waters supplies, and/or industrial dischargers, determine if a NPDES permit from IDEM is required at <http://www.in.gov/idem/cleanwater/2432.htm> or by calling the Office of Water Quality Permits Branch at 317- 232-8760.
- ☐ If the business will discharge non-contact cooling water from a point source into state waters, contact the IDEM Office of Water Quality to obtain a National Pollution Discharge Elimination System permit at <http://www.in.gov/idem/cleanwater/2432.htm> or (317) 232-8603/(800) 451-6027.

Applications for Solid³ & Hazardous Waste Permits

- ☐ If the business will dispose of hazardous solid wastes and specific types of wastes, you may need a permit. For more information about these permits, see <http://www.in.gov/idem/cleanwater/2432.htm>, or contact IDEM at (317) 232- 8603 / (800) 451-6027
- ☐ If the business will create and transport solid wastes, you must register and apply for specific permits. For more information about this process, see <http://www.in.gov/idem/cleanwater/2432.htm>, or contact IDEM at (317) 232- 7956.
- ☐ If the business will operate an underground storage tank that contains a regulated petroleum product or hazardous waste material, register with IDEM at <http://www.in.gov/idem/cleanwater/2432.htm>, or (317) 232-8603/ (800) 451-6027
- ☐ If the business will handle sludge, industrial process waste, pollution control waste, contaminated soil, residue, or debris resulting from the cleanup of a spill involving these wastes, you must obtain a special permit. Information is available at <http://www.in.gov/idem/cleanwater/2432.htm> , or by contacting the IDEM Land Application Division at (317) 232-8735.
- ☐ If the business will handle waste tire collection, storage, or disposal, register with IDEM. Information is available at <http://www.in.gov/idem/cleanwater/2432.htm>, or by contacting the IDEM Waste Tire Program at (317) 232- 0066.
- ☐ If the business will dispose of vegetative waste at a yard waste composting facility, you may need to register. Information, including information on exemptions, is available by contacting the IDEM Yard Compounding Program at (317) 232-0066.

Optional

- ☐ If the business site will have potentially been environmentally contaminated, determine if business is eligible for brownfield cleanup funds by contacting the Indiana Development of Finance Authority at <http://www.state.in.us/idfa/> or (317) 233-4332. For more information on classifying land as a brownfield site, see <http://www.in.gov/idfa/brownfields/>, or contact IDEM at (317) 232-8603/(800) 451-6027.

¹Agricultural activities exempt from this permit requirement are the following: tilling, planting, cultivation, harvesting, pasture establishment or renovation, installation and maintenance of agricultural drainage tiles, or construction of agricultural conservation devices such as sediment basins, terraces, or grade stabilization structures or forest harvesting activities.

²Confined feeding is the raising of animals for food, fur, or recreation in lots, pens, ponds, sheds, or buildings where they are confined, fed, and maintained for at least 45 days during any year, and where there is no ground cover or vegetation present over at least half of the animals' confinement area.

³The Indiana Department of Environmental Management defines soils waste facilities as sanitary landfills, construction/demolition disposal sites, restricted waste sites, solid waste processing facilities and transfer stations, incinerators, and infectious waste incinerators. Solid waste excluded from these permits include: solid and dissolved material in domestic sewage, irrigation return flows, or industrial discharges.

Checklist Four—Businesses Involved with Food Handling— Wholesale Level^{1, 2}

Registrations and Applications

- ☐ If the business will handle organic products, contact the Office of the Commissioner of Agriculture's Office for the Indiana Organic Standards Act at <http://www.in.gov/isdh/21062.htm>, or (317) 232-8770.
- ☐ Determine if a pre-inspection is required by contacting the appropriate county health department (see County-Level Directory).
- ☐ If a pre-inspection is required, register with the Indiana State Department of Health (ISDH) 30 days before operating. Information is available at <http://www.in.gov/isdh/20640.htm>, or (317) 233-7360.
- ☐ Register to become a certified food handler with an American National Standards Institute (ANSI) approved agency. For information about training programs, contact the appropriate county health department (see County-Level Directory) or <http://www.in.gov/isdh/21059.htm>.
- ☐ Develop a food label that identifies the common name of the food, or provide a descriptive statement identifying the product. If the product is made from two or more ingredients, provide a list of ingredients in descending order of predominance by weight, including any artificial color or flavor and chemical preservatives contained in the food, an accurate declaration of the quantity of contents, and the name and location of the manufacturer, packer, or distributor. This label may also require a nutritional analysis of the product. You can find more information, including information on exemptions, at the Center for Food Safety and Applied Nutrition Website at <http://www.in.gov/isdh/25014.htm>.
- ☐ Establish processing and production controls for handling raw product according to 410 Indiana Code 7-21. See <http://www.in.gov/isdh/21660.htm>, or contact ISDH at (317) 233-7360.
- ☐ If the business will process acidified foods, develop appropriate quality control procedures to ensure that finished foods do not present a health hazard by following the requirements listed at <http://www.in.gov/isdh/21062.htm>, or by contacting ISDH at (317) 233-7360.
- ☐ Ensure that the business complies with Good Manufacturing Practices, which can be identified at <http://www.in.gov/isdh/20640.htm>, or by calling ISDH at (317) 233-7360.
- ☐ If the business will install a septic system on-site, send a copy of the building plans to the Indiana State Department of Health, Sanitary Engineering Department at (317) 233-7177. A list of approved septic tanks is available at <http://www.in.gov/isdh/22960.htm>.

Optional

- ☐ If the retailer to whom you wish to sell your product requires a Universal Product Code(UPC), contact the Uniform Code Council Inc. at <http://www.in.gov/isdh/21063.htm> or (937) 435-3870.

¹A food wholesaler is defined by ISDH as any business that manufacturers, packages, repackages, and transports human food for distribution to another entity for resale or redistribution. This excludes residential kitchens, bed and breakfast operations, and meat, poultry, and/or dairy processing plants.

²If the business will involve selling eggs as a whole product or the processing of meat and/or poultry, also refer to Checklist Six—Businesses with Animals or Animal Products.

Checklist Five—Businesses Involved with Food Handling—Retail Level^{1, 2}

Registrations and Applications

- ☐ If the business will handle organic products, contact the Office of the Commissioner of Agriculture's Office for the Indiana Organic Standards Act at <http://www.in.gov/isdh/21657.htm>, or (317) 232-8770.
- ☐ Notify either the Indiana State Department of Health (ISDH) at 317-233-7360 (if operating on state grounds) or the appropriate county health department (if business will not operate on state grounds) of intent to operate at least 30 days before registering for an operating permit³. If the business will operate on state grounds, contact ISDH at <http://www.in.gov/isdh/20640.htm>, or (317) 233-7360 to register for an operating permit.
- ☐ If the business will operate on state grounds, submit Form 50033, Application for Plan Review <https://forms.in.gov/Download.aspx?id=5698>, to the appropriate county health department (see County-Level Directory) or the ISDH (see State Agency Directory). This application should include the following information: the intended menu to be served; anticipated volume of food to be stored, prepared, and sold or served; proposed layout; mechanical schematics; construction materials and finish schedule; proposed equipment types; manufacturers; model numbers; locations; dimensions; performance capacities; and installation specification.
- ☐ Follow the retail food establishment sanitation requirements (410 IAC7-20), which can be found at <http://www.in.gov/isdh/21116.htm>, or by contacting the Indiana Department of Health at (317) 233-7360.

Optional

- ☐ Complete Form 50004 Plan Review Questionnaire before submitting Form 50033 Application for Plan Review to the appropriate county health department or ISDH. Form 5004 is available at <http://www.in.gov/icpr/2362.htm>.

¹ A food retailer is defined by the Indiana State Department of Health as an operation that stores, prepares, packages, vends, or otherwise provides food for human consumption.

² If the business will involve selling eggs as a whole product or the processing of meat and/or poultry also refer to Checklist Six—Businesses with Animals or Animal Products.

³ A non-profit organization is permitted to operate for 30 calendar days or less without registering with the county and state health department as long as the product was made and labeled by that organization. Exemptions to this rule are noted at <http://www.ai.org/legislative/ic/code/title16/ar42/ch5.html#IC16-42-5-4>. The application for filing for an exemption, Form 44221, can be found at <http://www.in.gov/icpr/webfile/formsdiv/index.html>, or by contacting the ISDH at (317) 233-7360.

Checklist Six—Businesses with Animals or Animal Products

Licenses

- ☐ If the business will use a livestock brand, complete a livestock brand registration application with the Indiana State Board of Animal Health (BOAH). You can find more information about the application at <http://www.in.gov/boah/2358.htm>, or (317) 227-0346.
- ☐ If the business will sell whole eggs as products, contact the Indiana State Egg Board for either the retail or wholesale application. You can obtain this information, along with Indiana egg rules and regulations, at <http://www.ansc.purdue.edu/ISEB/> or by contacting the Egg Board at (765) 494-8510.
- ☐ If the business will include a dairy operation, obtain the permits listed below for the BOAH Dairy Division. You can obtain more information about these permits at <http://www.in.gov/boah/2358.htm>, or by contacting the Dairy Division at (317) 227-0350.
 - Grade A milk/milk products processor
 - Manufactured milk processor
 - Transfer station
 - Receiving station
 - Wash station
 - Manufacturer of single service products
 - Approved grader
 - Milk and milk products distributor
 - Permit to sell Grade A raw milk for pasteurization
 - Bulk milk hauler
 - Route/truck permit
- ☐ If the business will import animals, contact the BOAH to register for a permit prior to the actual transport of any animals. You can find specific species requirements at <http://www.in.gov/boah/2358.htm>, or by contacting the appropriate BOAH divisions.
 - Ruminant division (317) 227-0316
 - Companion animals (317) 227-0322
 - Swine division (317) 227-0311

- ☐ If the business is defined by the BOAH as a “dealer” (i.e., the business will buy, sell, or negotiate the transfer of livestock), obtain a license unless exempt. For specific licensing requirements and exceptions to the licensing requirement, see <http://www.in.gov/boah/2358.htm>, or contact the BOAH Animal Licensing Division at (317) 227- 0345.
- ☐ If the business will process meat or poultry for human consumption, the facility must be classified as either inspected or custom-exempt according to the BOAH. More information is available at <http://www.in.gov/boah/2358.htm>.
- ☐ If the business will operate as a veterinary practice, contact the Indiana Board of Veterinary Medical Examiners. You can find more information at <http://www.in.gov/pla/>, or (317) 234-2054.
- ☐ If the business will involve the possession of wildlife, contact the Indiana Department of Natural Resources, Division of Fish & Wildlife at <http://www.in.gov/dnr/fishwild/> or (317) 232-4080.
- ☐ If the business will transport dead animals, contact the BOAH Licensing Division for the appropriate permits and/or licenses. More information about disposal plant, collection service, transport vehicle, and exotic animal feeding licenses and permits is available at <http://www.in.gov/boah/2358.htm>, or (317) 227-0345.

Optional

- ☐ If the business will transport animals to another state, contact the destination state for specific species shipping requirements at the corresponding websites or call (317) 227-0320.
 - Dogs & cats, <http://www.in.gov/boah/>
 - Cattle, <http://www.in.gov/boah/>
 - Equine, <http://www.in.gov/boah/>
 - Pet birds, <http://www.in.gov/boah/>
 - Sheep, <http://www.in.gov/boah/>
 - Swine, <http://www.in.gov/boah/>

Oct 2017

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.



PURDUE
EXTENSION

Order or download materials from
Purdue Extension • The Education Store
edustore.purdue.edu

State Agency Directory

Indiana Board of Animal Health—*animal and animal product regulations and permits*

805 Beachway Drive
Indianapolis, IN 46224
(317) 227-0300

Indiana Department of Health—*food regulations and permits*

2 N. Meridian
Indianapolis, IN 46204
(317) 233-1325
<http://www.in.gov/isdh>

Indiana Department of Environmental Management (IDEM)—*EPA administration*

100 N. Senate, Suite 703
Mail Code 50-01 IGCN 1301
Indianapolis, IN 46204-2251
(317) 232-8603/(800) 451-6027
<http://www.state.in.us/idem>

Indiana Department of Labor—*employee regulations*

402 W. Washington St., Room W195
Indianapolis, IN 46204
(317) 232-2655
<http://www.in.gov/dol/>

Indiana Department of Revenue—*tax requirements*

100 N Senate Ave.
Indianapolis, IN 46204
(317) 233-4018
<http://www.in.gov/dor>

Indiana Fire and Building Services—*construction permits*

Indiana Government Center South
402 W. Washington St., Room E241
Indianapolis, IN 46204-2739
(317) 232-2222 or (800) 423-0765
<http://www.in.gov/dhs/>

Indiana Occupational Safety and Health Administration (IOSHA)—*employee safety regulations*

Indiana Government Center South
402 W. Washington St., Room W195
Indianapolis, IN 46204
(317) 232-2655
<http://www.in.gov/dol/iosha.htm>

Indiana Secretary of State, Business Services—*business registration*

302 W. Washington St., Room E-018
Indianapolis, IN 46204 (317) 232-6576
<http://www.state.in.us/sos/business/>

Indiana Secretary of State, Securities Division—*registration to sell securities*

302 West Washington Street, Room E111

Indianapolis, IN 46204

(317) 232-6681 or (800) 223-8791

<http://www.IN.gov/sos/securities>

Office of Indiana State Chemists—*pesticide applicator licenses and regulations*

Purdue University

175 South University Street

West Lafayette, IN 47907-2063

(765) 494-1492

<http://www.isco.purdue.edu>

Office of Pollution Prevention with the Technical Assistance and the Compliance and Technical Assistance Programs (IDEM-OPPTA-CTAP)—*assistance with environmental permits and regulations*

100 North Senate Avenue

Indianapolis, IN 46204

(800) 988-7901 or (317) 232-8172

<http://www.in.gov/idem/>

State Information Center—*general Indiana state government information*

Indiana Government Center

South Room W160

402 W. Washington St. Indianapolis, IN 46204

(317) 233-0800/ (800) 457-8283

<http://www.in.gov/core/>

Workers' Compensation Board—*Indiana worker's compensation regulations*

402 W. Washington St., Room W196

Indianapolis, IN 46204

(317) 232-3809/ (800) 824-2667

<http://www.in.gov/workcomp/>

Wage and Hour Division—*Indiana minimum wage regulations*

402 W. Washington St., Room W195

Indianapolis, IN 46204

(317) 232-2673

<http://www.in.gov/dol/>

Veterinary Disease Control—*animal regulations and permits*

State Board of Health

805 Beachway Drive, Suite 50

Indianapolis, IN 46224

(317) 227-0300

<http://www.in.gov/boah>

County-Level Directory

Adams County

Unless indicated otherwise, all of the offices are located at the following address:

Adams County Service Complex
313 W. Jefferson St.
Decatur, Indiana 46733

Adams County Health Department—*food business registration and inspection*
Room 314
(260) 724-5326

Building and Planning Commission—*zoning requirements*
(260) 724-5305
<http://www.co.adams.in.us>

Bureau of Motor Vehicles—*business vehicle registration*
519 North 13th Street
Decatur, IN 46733
(260) 724-3803
<http://www.in.gov/bmv/>

County Commissioners Office—*tax abatement and oversight of local planning commission*
(260) 724-5314

County Recorder—*business name registration*
(260) 724-5343

Tax Assessor—*property taxes*
Room 230
(260) 724-5301

Allen County

Unless indicated otherwise, all of the offices are located at the following address:

City-County Building
1 East Main Street
Fort Wayne, IN 46802

Allen County Board of Commissioners—*tax abatement and oversight of local planning commission*

Room 200

(260) 449-7555

<http://www.allencounty.us>

Allen County Health Department—*food business registration and inspection*

200 E. Berry Street, Suite 360

Fort Wayne, IN 46802

(260) 449-7561

Building Department—*building permits*

1 West Superior Street

Fort Wayne IN 46802-1239

(260) 449-7131

Bureau of Motor Vehicles—*business vehicle registration*

302 East Pettit Avenue

Southgate Plaza

Fort Wayne, IN 46806

(260) 744-0262

<http://www.in.gov/bmv/>

County Recorder—*business name registration*

Room 206

(260) 449-7165

Indiana Department of Revenue—*retail merchant certificate*

1415 Magnavox Way, Suite 100

Fort Wayne, IN 46804

(260) 436-5663

Tax Assessor—*property taxes*

Room 104

(260) 449-7123

Bartholomew County

Unless indicated otherwise, all of the offices are located at the following address:

440 Third Street
Columbus, IN 47201

Bartholomew County Health Department—*food business registration and inspection*

Suite 303
(812) 379-1550
<http://www.bartholomew.in.gov/>

Bureau of Motor Vehicles—*business vehicle registration*

745 Schnier Drive
Columbus, IN 47201
(812) 379-9323
<http://www.in.gov/bmv/>

Commissioners—*tax abatement and oversight of local planning commission*

(812) 379-1515

County Recorder—*business name registration*

Suite 203
(812) 379-1520

Indiana Department of Revenue—*retail merchant certificate*

3138 National Road
Columbus, IN 47201
(260) 436-5663

Internal Revenue Service—*business taxes*

2525 California Street
Columbus, IN 47201, IN
(812) 471-6635

Tax Assessor—*property taxes*

(812) 379-1505

Benton County

Unless indicated otherwise, all of the offices are located at the following address:

706 East Fifth Street
Fowler, IN 47944

Benton County Commissioners—*tax abatement and oversight of local planning commission*
(765) 884-0760
<http://bentoncounty.in.gov/>

Benton County Health Department—*food business registration and inspection*
Suite 16
(765) 884-1728

Building Commission—*building permits and inspections*
Suite 12
(765) 884-1728

Bureau of Motor Vehicles—*business vehicle registration*
200 West Fourth Street
Fowler, IN 47944
(765) 884-0585
<http://www.in.gov/bmv/>

County Recorder's Office—*business name registration*
Suite 24
(765) 884-1630

Tax Assessor—*property taxes*
Suite 25
(765) 884-1205

Blackford County

Unless indicated otherwise, all of the offices are located at the following address:

County Courthouse
110 West Washington
Hartford City, IN 47348

Area Planning and Zoning—*building permits*

(765) 348-3884
<http://www.in.gov/judiciary/2966.htm>

Blackford County Commissioners Office—*tax abatement and oversight of local planning commission*

(765) 348-7230

Blackford County Health Department—*food business registration and inspection*

506 East Van Cleve Street
Hartford City, IN 47348
(765) 348-4317

Bureau of Motor Vehicles—*business vehicle registration*

116 North Jefferson Street
Hartford City, IN 47348
(765) 348-3048
<http://www.in.gov/bmv/>

County Recorder—*business name registration*

(765) 348-2207

Tax Assessor—*property taxes*

(765) 348-1707

Boone County

Unless indicated otherwise, all of the offices are located at the following address:

116 West Washington Street
Lebanon, IN 46052

Area Plan Commission Office—*zoning requirements*

(765) 482-3821

<http://www.boonecounty.in.gov/Default.aspx?tabid=54>

Board of Commissioners—*tax abatement and oversight of local planning commission*

(765) 483-4492

Boone County Health Department—*food business registration and inspection*

Room B201

(765) 482-3942

Bureau of Motor Vehicles—*business vehicle registration*

2222 North Lebanon Street

Lebanon, IN 46052

(765) 482-2830

<http://www.in.gov/bmv/>

County Recorder—*business name registration*

202 Courthouse Square

Lebanon, IN 46052

(765) 482-3070

Tax Assessor—*property taxes*

115 Courthouse Square

Lebanon, IN 46052

(765) 482-0140

Brown County

Brown County Health Department—*food business registration and inspection*

County Office Building

Nashville, IN 47448

(812) 988-2255

<http://www.browncounty-in.gov/>

Brown County Planning Commission—*building permits*

201 Locust Lane, Second Floor

Nashville, IN

(812) 988-5490

Brown County Recorder—*business name registration*

201 Locust Lane, First Floor

Nashville, IN

(812) 988-5462

Bureau of Motor Vehicles—*business vehicle registration*

106 Hawthorn Drive

Nashville, IN 47448

(812) 988-2404

<http://www.in.gov/bmv/>

Tax Assessor—*property taxes*

201 Locust Lane, First Floor

Nashville, IN 47448

(812) 988-5466

Carroll County

Unless indicated otherwise, all of the offices are located at the following address:

101 W. Main St.
Delphi, IN 46923

Bureau of Motor Vehicles—*business vehicle registration*

1291 North Bradford Drive
Delphi, IN 46923
(765) 564-2700

<http://www.in.gov/bmv/>

Carroll County Health Department—*food business registration and inspection*

(765) 564-3420
<http://www.carrollcountyindiana.com>

Planning Commission—*zoning requirements*

(765) 564-4468

Recorder's Office—*business name registration*

(765) 564-2124

Tax Assessor—*property taxes*

(765) 564-3444

Cass County

Unless indicated otherwise, all of the offices are located at the following address:

Cass County Government Building
200 Court Park
Logansport, IN 46947
<http://www.co.cass.in.us/>

Bureau of Motor Vehicles—*business vehicle registration*

3810 East Market Street
Logansport, IN 46947
(574) 753-2338
<http://www.in.gov/bmv/>

Cass County Health Department—*food business registration and inspection*

512 High Street
Logansport, IN 46947
(574) 753-7760

Cass County Zoning Administration—*zoning requirements*

601 East Broadway, Number 303
Logansport, IN
(574) 753-4023

County Recorder—*business name registration*

Room 102
(574) 753-7810

Tax Assessor—*property taxes*

Room 305
(574) 753-7710

Clark County

Unless indicated otherwise, all of the offices are located at the following address:

City County Building
501 East Court Avenue
Jeffersonville, IN 47130
<http://www.co.clark.in.us/>

Bureau of Motor Vehicles—*business vehicle registration*

2944 Highway 62, Unit B
Jeffersonville, IN 47130
(812) 282-1862
<http://www.in.gov/bmv/>

Clark County Plan Commission and Board of Zoning—*zoning requirements*

(812) 285-628

Clark County Health Department—*food business registration and inspection*

1320 Duncan Avenue
Jeffersonville, IN 47130
(812) 282-7251

County Commissioners—*tax abatement and oversight of local planning commission*

Room 306
(81) 285-6275

County Recorder—*business name registration*

Room 105
(812) 285-6235

Tax Assessor—*property taxes*

(812) 285-6225

Clay County

Bureau of Motor Vehicles—*business vehicle registration*

7 National Avenue

Brazil, IN 47834

(812) 446-9161

<http://www.in.gov/bmv/>

Clay County Health Department—*food business registration and inspection*

1214 East National Avenue, Suite B110

Brazil, IN 47834

(812) 448-9021

<http://www.claycountyin.gov/>

Clay County Commissioners—*tax abatement and oversight of local planning commission*

609 East National Avenue

1st Floor

Brazil, IN 47834

(812) 448-9008

County Recorder—*business name registration*

609 East National Avenue

1st Floor, Room 111

Brazil, IN 47834

(812) 448-9005

Planning Administrator—*zoning requirements*

203 East National Avenue

1st Floor

Brazil, IN 47837

(812) 446-0050

Tax Assessor—*property taxes*

609 East National Avenue

1st Floor, Room 118

Brazil, IN 47834

(812) 448-9013

Clinton County

Area Planning Commission—*zoning requirements*

Courthouse

270 Courthouse Square

Frankfort, IN 46041

(765) 659-6302

<http://www.clintonco.com/>

Bureau of Motor Vehicles—*business vehicle registration*

1915 East Wabash Street

Frankfort, IN 46041

(765) 659-3812

<http://www.in.gov/bmv>

Clinton County Health Department—*food business registration and inspection*

400 East Clinton Street

Frankfort, IN 46041

(765) 659-6385

County Recorder—*business name registration*

270 Courthouse Square, 2nd Floor

Frankfort, IN 46041

(765) 659-6320

Tax Assessor—*property taxes*

270 Courthouse Square, 4th Floor

Frankfort, IN 46041

(765) 659-6315

Crawford County

Unless indicated otherwise, all of the offices are located at the following address:

Crawford County Judicial Plaza
715 Judicial Plaza Drive
English, IN 47118
<http://www.in.gov/judiciary/2958.htm>

Bureau of Motor Vehicles—*business vehicle registration*

104 Deerwood Street
English, IN 47118
(812) 338-2557
<http://www.in.gov/bmv>

Crawford County Health Department—*food business registration and inspection*

302 Oakhill Circle
English, IN 47118
(812) 338-2302

County Commissioners—*tax abatement and oversight of local planning commission*

(812) 338-2142

County Recorder—*business name registration*

(812) 338-2615

Planning Administrator—*zoning requirements*

(812) 548-3275

Tax Assessor—*property taxes*

(812) 338-2402

Daviess County

Bureau of Motor Vehicles—*business vehicle registration*

900 West National Highway, Suite 6

Washington, IN 47501

(812) 254-3640

<http://www.in.gov/bmv>

Building Commissioner's Office—*zoning requirements*

2100 Memorial Avenue

Washington, IN 47501

(812) 254-8208

<http://www.daviesscounty.net/>

Daviess County Health Department—*food business registration and inspection*

303 East Hefron Street

Washington, IN 47501

(812) 254-8666

County Recorder—*business name registration*

PO Box 793

200 East Walnut Street

Washington, IN 47501

(812) 254-8675

Tax Assessor—*property taxes*

200 East Walnut Street

Washington, IN 47501

(812) 254-8660

Dearborn County

Unless indicated otherwise, all of the offices are located at the following address:

Administration Building
215 West High Street
Lawrenceburg, IN 47025
<http://www.dearborncounty.org/>

Bureau of Motor Vehicles—*business vehicle registration*

108 Front Street
Lawrenceburg, IN 47025
(812) 537-3033
<http://www.in.gov/bmv>

Commissioners Office

(812) 537-1040

County Recorder—*business name registration*

Room B
(812) 537-8837

Dearborn County Health Department—*food business registration and inspection*

Room B
(812) 537-8826

Department of Planning and Zoning—*zoning requirements*

(812) 537-8821

Tax Assessor—*property taxes*

(812) 537-8836

Decatur County

Bureau of Motor Vehicles—*business vehicle registration*

1025 Freeland Road
Greensburg, IN 47240
(812) 663-2526
<http://www.in.gov/bmv>

County Recorder—*business name registration*

150 Courthouse Square, Suite 121
Greensburg, IN 47240
(812) 663-4681
http://www.decaturocounty.in.gov/county_offices.htm

Decatur County Health Department—*food business registration and inspection*

801 North Lincoln Street
Greensburg, IN 47240
(812) 663-8301

Tax Assessor—*property taxes*

150 Courthouse Square, Suite 105
Greensburg, IN 47240
(812) 663-4868

DeKalb County

Unless indicated otherwise, all of the offices are located at the following address:

DeKalb County Courthouse
100 South Main Street
Auburn, IN 46706
<http://www.co.dekalb.in.us/>

Bureau of Motor Vehicles—*business vehicle registration*

500 North Grand Staff
Auburn, IN 46706
(260) 925-1910
<http://www.in.gov/bmv>

County Recorder—*business name registration*

(260) 925-2112

DeKalb County Health Department—*food business registration and inspection*

220 East 7th Street, Suite 110
Auburn, IN 46706
(260) 925-2220

Plan Commission and Board of Zoning Appeals—*zoning requirements*

301 South Union Street
Auburn, Indiana 46706
(260) 925-1923

Tax Assessor—*property taxes*

(260) 925-1824

Delaware County

Unless indicated otherwise, all of the offices are located at the following address:

Delaware County Building
100 West Main Street
Muncie, IN 47305
<http://www.co.delaware.in.us>

Bureau of Motor Vehicles—*business vehicle registration*

2904 E. McGalliard
Meadowview Farm
Muncie, IN 47303
(765) 289-0002
<http://www.in.gov/bmv>

County Recorder—*business name registration*

Room 209
(765) 747-7804

Delaware County Health Department—*food business registration and inspection*

Room 207
(765) 747-7721

Delaware-Muncie Plan Commission—*zoning requirements*

Room 206
(765) 747-7740

Tax Assessor—*property taxes*

Room 101
(765) 747-7715

Dubois County

Bureau of Motor Vehicles—*business vehicle registration*

293 South U.S. 231

Jasper, IN 47546

(812) 482-2040

<http://www.in.gov/bmv>

County Recorder—*business name registration*

1 Courthouse Square

Jasper, IN 47546

(812) 481-7067

<http://www.duboiscountyin.org/>

Dubois County Health Department—*food business registration and inspection*

1187 South St. Charles Street

Jasper, IN 47546

(812) 481-7050

Indiana 15 Regional Planning Commission—*zoning requirements*

221 East First Street

Ferdinand, IN 47532

(812) 367-8455

Tax Assessor—*property taxes*

1 Courthouse Square

Jasper, IN 47546

(812) 481-7010

Elkhart County

Bureau of Motor Vehicles—*business vehicle registration*

222 Harrison Street

Elkhart, IN 46516

(574) 293-9121

<http://www.in.gov/bmv>

County Recorder—*business name registration*

117 N. 2nd Street, Room 205

P.O. Box 837

Goshen, IN 46527

<http://www.elkhartcountyindiana.com>

Elkhart County Health Department—*food business registration and inspection*

608 Oakland Avenue

Elkhart, IN 46516

(574) 523-2283

Elkhart County Building Department—*zoning requirements*

4230 Elkhart Road

Goshen, IN

(574) 875-3346

Elkhart Planning and Development Department—*zoning requirements*

229 South 2nd Street

Elkhart, IN

(574) 294-5471

Tax Assessor—*property taxes*

County Administration Building

117 N. 2nd Street

Goshen, IN 46527

(574) 535-6702

Fayette County

Unless indicated otherwise, all of the offices are located at the following address:

401 Central Avenue
Connersville, IN 47331

Bureau of Motor Vehicles—*business vehicle registration*

544 West 30th Street
Connersville, IN 47331
(765) 825-2261

<http://www.in.gov/bmv>

County Recorder—*business name registration*

(765) 825-3051
<http://www.in.gov/judiciary/2950.htm>

Fayette County Commissioners—*tax abatement and oversight of local planning commission*

(765) 825-8987

Fayette County Health Department—*food business registration and inspection*

401 North Central Avenue
Connersville, IN 47331
(765) 825-4013

Tax Assessor—*property taxes*

(765) 825-4931

Floyd County

Bureau of Motor Vehicles—*business vehicle registration*

727 Rolling Creek Drive

New Albany, IN 47150

(812) 945-0024

<http://www.in.gov/bmv>

County Recorder—*business name registration*

City-County Building

New Albany, IN 47150

(812) 948-5430

<http://www.floydcounty.in.gov/>

Floyd County Health Department—*food business registration and inspection*

1917 Bono Road

New Albany, IN 47150

(812) 948-4726

Tax Assessor—*property taxes*

311 West First Street, Room 110

New Albany, IN 47150

(812) 948-5240

Fountain County

Unless indicated otherwise, all of the offices are located at the following address:

301 Fourth Street
Covington, IN 47932

Bureau of Motor Vehicles—*business vehicle registration*

981 East State St., Suite B
Veedersburg, IN 47987
(765) 294-2129
<http://www.in.gov/bmv>

County Recorder—*business name registration*

(765) 793-2431
<http://fountaincountyclerk.org/Information.html>

Fountain County Clerk—*traffic, court forms, register to vote*

301 4th Street, PO Box 183
Covington, IN 47932
(765) 793-2192

Fountain County Commissioners Council—*tax abatement and oversight of local planning commission*

(765) 793-5012

Fountain County Health Department—*food business registration and inspection*

113B West Sycamore Street
Attica, IN 47918
(765) 762-3035

Tax Assessor—*property taxes*

301 4th Street
Covington, IN 47932
(765) 793-3481

City Clerk Treasurer Office

1329 2nd Street
Covington, IN 47932
(765) 793-3423

Franklin County

Bureau of Motor Vehicles—*business vehicle registration*

9127 Oxford Pike, Suite B

Brookville, IN 47012

(765) 647-4061

<http://www.in.gov/bmv>

County Recorder—*business name registration*

459 Main Street

Brookville, IN 47012

(765) 647-5131

<http://www.franklincounty.in.gov/>

Franklin County Health Department—*food business registration and inspection*

1010 Franklin Avenue, Room 210

Brookville, IN 47012

(765) 647-4322

Tax Assessor—*property taxes*

459 Main Street

Brookville, IN 47012

(765) 647-4921

Fulton County

Building Inspector—*building codes*

PO Box 110

Rochester, IN

(574) 223-7409

<http://co.fulton.in.us/>

Bureau of Motor Vehicles—*business vehicle registration*

907 Main Street

Rochester, IN 46975

(574) 223-2319

<http://www.in.gov/bmv>

County Recorder—*business name registration*

815 Main Street

Rochester, IN 46975

(574) 223-6956

Fulton County Commissioners—*tax abatement and oversight of local planning commission*

125 East 9th Street

Rochester, IN

(574) 223-3869

Fulton County Health Department—*food business registration and inspection*

125 East 9th Street

Rochester, IN 46975

(574) 223-2881

Tax Assessor—*property taxes*

815 Main Street

Rochester, IN 46975

(574) 223-2945

Gibson County

Bureau of Motor Vehicles—*business vehicle registration*

112 North West Street

Princeton, IN 47670

(812) 385-2861

<http://www.in.gov/bmv>

County Recorder—*business name registration*

Courthouse

101 North Main Street

Princeton, IN 47670

(812) 385-3332

<http://gibsoncountyin.org/>

Gibson County Health Department—*food business registration and inspection*

203 South Prince Street, Suite A

Princeton, IN 47670

(812) 386-8027

Tax Assessor—*property taxes*

101 North Main Street

Princeton, IN 47670

(812) 385-5286

Grant County

Unless indicated otherwise, all of the offices are located at the following address:

401 South Adams Street

Marion, IN 46953

(765) 668-8871

<http://www.grantcounty.net/>

Area Planning Commission—*zoning requirements*

Room 432

Bureau of Motor Vehicles—*business vehicle registration*

1041 North Miller Avenue

Marion, IN 46952

(765) 384-4300

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning committee*

(765) 668-8871

County Recorder—*business name registration*

(765) 668-6559

Grant County Health Department—*food business registration and inspection*

(765) 651-2401

Tax Assessor—*property taxes*

Room 528

(765) 668-4773

Greene County

Bureau of Motor Vehicles—*business vehicle registration*

1600 A Street, NE

Linton, IN 47441

(812) 847-9554

<http://www.in.gov/bmv>

County Recorder—*business name registration*

County Courthouse

Bloomfield, IN 47424

(812) 384-2020 <http://www.co.greene.in.us/>

Greene County Health Department—*food business registration and inspection*

217 East Spring Street, Suite 1

Bloomfield, IN 47424

(812) 384-4496

Tax Assessor—*property taxes*

County Courthouse

Bloomfield, IN 47424

(812) 384-2002

Hamilton County

Unless indicated otherwise, all of the offices are located at the following address:

One Hamilton County Square
Noblesville, IN 46060
(317) 776-9719

Bureau of Motor Vehicles—*business vehicle registration*

1101 South 10th Street
Noblesville, IN 46060
(317) 773-8190

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

Suite 157

(317) 776-9719

<http://www.hamiltoncounty.in.gov/>

County Recorder—*business name registration*

Suite 309

(317) 776-9618

Hamilton County Health Department—*food business registration and inspection*

18030 Foundation Drive, Suite 30
Noblesville, IN 46060
(317) 776-8500

Plan Commission—*zoning requirements*

Suite 138

(317) 776-8490

Tax Assessor—*property taxes*

Suite 214

(317) 776-9617

Hancock County

Unless indicated otherwise, all of the offices are located at the following address:

111 American Legion Place
Greenfield, IN 46140

Area Planning Commission—*zoning requirements*

(317) 477-1134
<http://hancockcoingov.org/>

Bureau of Motor Vehicles—*business vehicle registration*

1821 East Main Street
Greenfield, IN 46140
(317) 462-4778
<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

County Recorder—*business name registration*

(317) 477-1142

Hancock County Health Department—*food business registration and inspection*

Room 150
(317) 477-1125

Tax Assessor—*property taxes*

(317) 477-1102

Harrison County

Unless indicated otherwise, all of the offices are located at the following address:

300 North Capital Avenue

Corydon, IN 47112

<http://harrisoncounty.in.gov/>

Bureau of Motor Vehicles—*business vehicle registration*

439 Old Capitol Plaza

Corydon, IN 47112

(812) 738-3524

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

(812) 738-8241

County Recorder—*business name registration*

Room 204

(812) 738-3788

Harrison County Advisory Planning Commission—*zoning requirements*

124 South Mulberry Street

Corydon, IN 47112

(812) 738-8927

Harrison County Health Department—*food business registration and inspection*

241 Atwood Street, North Wing

Corydon, IN 47112

(812) 738-3237

Tax Assessor—*property taxes*

(812) 738-4280

Hendricks County

Unless indicated otherwise, all of the offices are located at the following address:

355 South Washington Street
Danville, IN 46122
<http://www.co.hendricks.in.us>

Bureau of Motor Vehicles—*business vehicle registration*

789 East Main Street
Danville, IN 46122
(317) 745-2269
<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

(317) 745-9221

County Recorder—*business name registration*

(317) 745-9224

Hendricks County Health Department—*food business registration and inspection*

355 South Washington Street, Suite 211
Danville, IN 46122
(317) 745-9222

Hendricks County Planning & Building—*zoning requirements*

Room 212

(317) 745-9254

Tax Assessor—*property taxes*

(317) 745-9207

Henry County

Building Department—*zoning requirements*

210 South 12th Street

New Castle, IN 47362

(765) 521-7074

<http://www.henryco.net/>

Bureau of Motor Vehicles—*business vehicle registration*

3015 South 14th Street, Suite 15

New Castle, IN 47362

(765) 529-5301

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

101 South Main Street

New Castle, IN 47362

(765) 529-4705

County Recorder—*business name registration*

P.O. Box K

101 South Main Street, Room 106

New Castle, IN 47362

(765) 529-4304

Henry County Health Department—*food business registration and inspection*

1201 Race Street, Suite 208

New Castle, IN 47362

(765) 521-7059

Tax Assessor—*property taxes*

101 South Main Street, 3rd Floor

New Castle, IN 47362

(765) 529-2104

Howard County

Bureau of Motor Vehicles—*business vehicle registration*

192 E. Southway Blvd.

Kokomo, IN 46901

(765) 453-5170

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission* Howard County

Administration Center

220 North Main Street

Kokomo, IN 46901

(765) 456-2234

www.howardcountyin.gov/

County Recorder—*business name registration*

220 North Main Street, Room 330

Kokomo, IN 46901

(765) 456-2210

Howard County Health Department—*food business registration and inspection*

120 East Mulberry Street, Suite 206

Kokomo, IN 46901

(765) 456-2403

Tax Assessor—*property taxes*

220 North Main Street, Room 336

Kokomo, IN 46901

(765) 456-2211

Huntington County

Unless indicated otherwise, all of the offices are located at the following address:

Courthouse
201 North Jefferson Street
Huntington, IN 46750
<http://www.huntington.in.us/>

Bureau of Motor Vehicles—*business vehicle registration*

2982 West Park Drive
Huntington, IN 46750
(260) 356-1450
<http://www.in.gov/bmv>

County Recorder—*business name registration*

Room 101
Huntington, IN 46750
(260) 355-2312

Huntington County Commissioners—*tax abatement and oversight of local planning commission*

Room 103
(260) 358-4822

Huntington County Health Department—*food business registration and inspection*

354 North Jefferson Street, Suite 201
Huntington, IN 46750
(260) 358-4831

Tax Assessor—*property taxes*

Room 104
Huntington, IN 46750
(260) 358-4860

Jackson County

Bureau of Motor Vehicles—*business vehicle registration*

501 North Burkart Boulevard

Seymour, IN 47274

(812) 522-1456

<http://www.in.gov/bmv>

County Recorder—*business name registration*

111 South Main Street

Brownstone, IN 47220

(812) 358-6113

<http://www.jacksoncounty.in.gov/>

Jackson County Health Department—*food business registration and inspection*

801 W. 2nd Street Seymour, IN 47274

(812) 522-6474

Seymour Department of Planning and Zoning—*zoning requirements*

309 North Chestnut Street

Seymour, IN 47274

(812) 522-4020

Tax Assessor—*property taxes*

111 South Main Street

Brownstone, IN 47220

(812) 358-6111

Jasper County

Bureau of Motor Vehicles—*business vehicle registration*

646 South College Avenue

Rensselaer, IN 47978

(219) 866-3004

<http://www.in.gov/bmv>

County Recorder—*business name registration*

115 West Washington Street, Suite 203

Rensselaer, IN 47978

(219) 866-4923

<http://www.jaspercountyin.gov/>

Jasper County Health Department—*food business registration and inspection*

105 West Kellner Street

Rensselaer, IN 47978

(219) 866-4917

Tax Assessor—*property taxes*

115 West Washington Street, Suite 104

Rensselaer, IN 47978

(219) 866-4914

Jay County

Bureau of Motor Vehicles—*business vehicle registration*

1315 North Meridian Street

Portland, IN 47371

(260) 726-7773

<http://www.in.gov/bmv>

County Recorder—*business name registration*

County Courthouse

120 Court Street

Portland, IN 47371

(260) 726-6940

<http://www.jaycounty.net/>

Jay County Health Department—*food business registration and inspection*

504 West Arch Street

Portland, IN 47371

(260) 726-8080

Tax Assessor—*property taxes*

Jay County Courthouse, 2nd floor

Portland, IN 47371

(260) 726-4456

Jefferson County

Bureau of Motor Vehicles—*business vehicle registration*

175 Demaree Road

Madison, IN 47250

(812) 265-5513

<http://www.in.gov/bmv>

County Recorder—*business name registration*

300 East Main Street, Room 104

Madison, IN 47250

(812) 265-2902

<http://jeffersoncounty.in.gov/>

Jefferson County Health Department—*food business registration and inspection*

715 Green Road

Madison, IN 47250

(812) 273-1942

County Commissioners—*tax abatement and oversight of local planning commission*

County Courthouse

Madison, IN 47250

(812) 265-8944

Tax Assessor—*property taxes*

County Courthouse

Madison, IN 47250

(812) 265-8906

Jennings County

Bureau of Motor Vehicles—*business vehicle registration*

612 Buckeye Street
North Vernon, IN 47265
(812) 346-3441
<http://www.in.gov/bmv>

Jennings County Recorder—*business name registration*

15 Pike Street
Vernon, IN 47282
(812) 352-3053
<http://www.jenningscounty-in.gov/>

Jennings County Health Department—*food business registration and inspection*

200 East Brown Street
North Vernon, IN 47282
(812) 352-3024

Tax Assessor—*property taxes*

County Courthouse
Vernon, IN 47282
(812) 352-3011

Johnson County

Unless indicated otherwise, all of the offices are located at the following address:

Courthouse Annex Building
86 West Court Street
Franklin, IN 46131
<http://www.co.johnson.in.us/>

Board of Commissioners—*tax abatement and oversight of local planning commission*

86 West Court Street
Franklin, IN 46131
(317) 346-4300

Bureau of Motor Vehicles—*business vehicle registration*

1053-D West Jefferson Street,
Franklin, IN 46131
<http://www.in.gov/bmv>

County Recorder—*business name registration*

(317) 346-4385

Johnson County Health Department—*food business registration and inspection*

(317) 346-4365

Planning & Zoning—*zoning requirements*

(317) 346-4350

Tax Assessor—*property taxes*

(317) 346-4701

Knox County

Bureau of Motor Vehicles—*business vehicle registration*

2021 Hart Street

Vincennes, IN 47591

(812) 882-3168

<http://www.in.gov/bmv>

County Recorder—*business name registration*

111 North 7th Street, Suite 2

Vincennes, IN 47591

(812) 885-2508

<http://www.knoxcounty.in.gov/>

Knox County Health Department—*food business registration and inspection*

520 South 7th Street

Vincennes, IN 47591

(812) 882-8080

Tax Assessor—*property taxes*

117 North Seventh Street

Vincennes, IN 47591

(812) 885-2513

Kosciusko County

Unless indicated otherwise, all of the offices are located at the following address:

100 West Center Street

Warsaw, IN 46580

<http://www.kcgov.com/>

Bureau of Motor Vehicles—*business vehicle registration*

2888 Frontage Road

Warsaw, IN 46580

(574) 267-8881

<http://www.in.gov/bmv>

County Area Planning—*zoning requirements*

Room 303

(574) 372-2304

County Commissioners—*tax abatement and oversight of local planning commission*

County Recorder—*business name registration*

(574) 372-2360

Kosciusko County Health Department—*food business registration and inspection*

3rd Floor

(574) 372-2349

Tax Assessor—*property taxes*

(574) 372-2310

LaGrange County

Unless indicated otherwise, all of the offices are located at the following address:

County Office Building

114 West Michigan

LaGrange, IN 46761

<http://www.lagrangecounty.org/>

Bureau of Motor Vehicles—*business vehicle registration*

116 North Detroit Street

LaGrange, IN 46761

(260) 463-3261

<http://www.in.gov/bmv>

County Recorder—*business name registration*

P.O. Box 214

114 West Michigan Street

LaGrange, IN 46761

(260) 499-6320

LaGrange County Health Department—*food business registration and inspection*

304 North Townline Road, Suite 1

LaGrange, IN 46761

(260) 499-4182

Plan Commission—*zoning requirements*

(260) 499-6347

Tax Assessor—*property taxes*

114 W Michigan St., Suite 4

LaGrange, IN 46761

(260) 499-6316

Lake County

Unless indicated otherwise, all of the offices are located at the following address:

2293 North Main Street
Crown Point, IN 46307

Board of Commissioners—*tax abatement and oversight of local planning commission*

(219) 755-3200

<http://www.lakecountyin.org/portal/media-type/html/group/commissioners/page/default>

Bureau of Motor Vehicles—*business vehicle registration*

1430 East Joliet Street
Crown Point, IN 46307

(219) 663-0712

<http://www.in.gov/bmv>

County Recorder—*business name registration*

(219) 755-3730

Lake County Health Department—*food business registration and inspection*

Building A, 3rd Floor
2293 North Main Street

Crown Point, IN 46307

(219) 755-3655

Plan Commission—*zoning requirements*

2293 North Main Street, Suite 11

(219) 755-3700

Tax Assessor—*property taxes*

Building A, 2nd Floor
2993 North Main Street

(219) 755-3100

LaPorte County

Unless indicated otherwise, all of the offices are located at the following address:

LaPorte County Courthouse

LaPorte, IN 46350

(219) 326-6808 <http://www.laportecounty.org/>

Board of Commissioners—*tax abatement and oversight of local planning commission*

555 Michigan Ave, Suite 202

(219) 326-6808 or (219) 874-5611, Ext 2229

Bureau of Motor Vehicles—*business vehicle registration*

1505 Lincoln Way, Suite B

LaPorte, IN 46350

(219) 362-3451

<http://www.in.gov>

County Recorder—*business name registration*

(219) 326-6808 Ext. 2280, 2234, 2209

LaPorte County Health Department—*food business registration and inspection*

809 State Street, Suite 401-A

LaPorte, IN 46350

(219) 326-6808 or (219) 874-5611 Ext 2200

Tax Assessor—*property taxes*

555 Michigan Avenue Suite 103

(219) 326-6808 Ext. 2268/2290

Lawrence County

Bureau of Motor Vehicles—*business vehicle registration*

615 X Street

Bedford, IN 47421

(812) 275-7926

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

Lawrence County Complex

(812) 275-2644

County Recorder—*business name registration*

Lawrence County Courthouse

(812) 275-3245

<http://www.limestonecountry.com/>

Lawrence County Health Department—*food business registration and inspection*

2419 Mitchell Road (Bedford Plaza)

Bedford, IN 47421

(812) 275-3234

Tax Assessor—*property taxes*

Lawrence County Courthouse

Bedford, IN

(812) 275-5405

Madison County

Bureau of Motor Vehicles—*business vehicle registration*

4330 South Scatterfield Road

Anderson, IN 46016

(765) 649-9234

<http://www.in.gov/bmv>

County Recorder—*business name registration*

County Government Center

16 East 9th Street

Anderson, IN

(765) 641-9613

<http://www.madisoncty.com/Recorder.html>

Madison County Health Department—*food business registration and inspection*

206 East 9th Street

Anderson, IN 46016

(765) 641-9480

Tax Assessor—*property taxes*

16 East 9th Street, Room 203

Anderson, IN 46016

(765) 641-9401

Marion County

Unless indicated otherwise, all of the offices are located at the following address:

County Building
200 East Washington Street
Indianapolis, IN 46204

Bureau of Motor Vehicles—*business vehicle registration*

Indianapolis, IN 46227
<http://www.in.gov/bmv/2610.htm>

County Commissioners—*tax abatement and oversight of local planning commission*

Room 801
(317) 327-4040
<http://www.indygov.org>

County Recorder—*business name registration*

741 City-County Building
200 East Washington Street
Indianapolis, IN 46204
(317) 327-4020

Marion County Health Department—*food business registration and inspection*

3838 North Rural Street
Indianapolis, IN 46205
(317) 221-2000

Tax Assessor—*property taxes*

(317) 327-4907

Marshall County

Unless indicated otherwise, all of the offices are located at the following address:

Marshall County Building
112 West Jefferson Street
Plymouth, IN 46563
<http://www.co.marshall.in.us/>

Bureau of Motor Vehicles—*business vehicle registration*

2936 Miller Drive
Plymouth, IN 46563
(574) 936-4492
<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

County Recorder—*business name registration*

Room 201
(574) 935-8515

Marshall County Health Department—*food business registration and inspection*

Room 103
(574) 935-8565

Plan Commission—*zoning requirements*

Room 302
(574) 935-8540

Tax Assessor—*property taxes*

Room 307
(574) 935-8525

Martin County

Bureau of Motor Vehicles—*business vehicle registration*

125 Cooper Street
Loogootee, IN 47553
(812) 295-2550
<http://www.in.gov/bmv>

County Recorder—*business name registration*

111 South Main Street
Shoals, IN 47581
(812) 247-2420
<http://www.loogootee.com/government/martincountygovernment.html>

Martin County Health Department—*food business registration and inspection*

P.O. Box 368
Corner of 2nd & Main Streets
Shoals, IN 47581
(812) 247-3303

Tax Assessor—*property taxes*

111 South Main Street
Shoals, IN 47581
(812) 247-2070

Miami County

Bureau of Motor Vehicles—*business vehicle registration*

26 East Third Street

Peru, IN 46970

(765) 473-7381

<http://www.in.gov/bmv>

County Recorder—*business name registration*

PO Box 577

25 North Broadway, Room 205

Peru, IN 46970

(765) 472-3901, Ext. 224

<http://www.miamicountyin.gov/Departments/Recorder/Index.html>

Miami County Health Department—*food business registration and inspection*

Courthouse, Room 100

Peru, IN 46970

(765) 472-3901

Tax Assessor—*property taxes*

Miami County Courthouse

25 N Broadway, Room 200

Peru, IN 46970

(765) 472-3901, Ext 263

Monroe County

Unless indicated otherwise, all of the offices are located at the following address:

County Courthouse
100 W. 5th Street
Bloomington, IN 47404

<http://www.co.monroe.in.us/tsd/Government/Infrastructure/BuildingDepartment.aspx>

Building Department—*building permits*

501 North Morton Street, Suite 220B
(812) 349-2580

Bureau of Motor Vehicles—*business vehicle registration*

1612 South Liberty Drive, Suite A
Bloomington, IN 47403
(812) 336-3018

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

501 North Morton Street, Suite 100
(812) 349-2550

County Recorder—*business name registration*

501 North Morton Street, Suite 112
(812) 349-2520

Monroe County Health Department—*food business registration and inspection*

119 West 7th Street
Bloomington, IN 47404
(812) 349-2543

Tax Assessor—*property taxes*

120 West 7th Street
(812) 349-2502

Montgomery County

Bureau of Motor Vehicles—*business vehicle registration*

1629 Eastway Drive
Crawfordsville, IN 47933
(765) 362-5707
<http://www.in.gov/bmv>

County Recorder—*business name registration*

100 East Main Street, No. 104
Crawfordsville, IN 47933
(765) 364-6415
<http://www.montgomeryco.net/departments/fDD=12-0>

Montgomery County Health Department—*food business registration and inspection*

110 West South Blvd., Suite D
Crawfordsville, IN 47933
(765) 364-6440

Tax Assessor—*property taxes*

100 East Main Street, Room 105
Crawfordsville, IN 47933
(765) 364-6420

Morgan County

Unless indicated otherwise, all of the offices are located at the following address:

Morgan County Administration Building
180 South Main Street
Martinsville, IN 46151
<http://www.morgancounty.in.gov/>

Bureau of Motor Vehicles—*business vehicle registration*

160 North Marion Street
Martinsville, IN 46151
(765) 342-3164
<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

Suite 112
(765) 342-1007

County Recorder—*business name registration*

Suite 125
(765) 342-1077

Morgan County Health Department—*food business registration and inspection*

180 South Main Street, Suite 252
Martinsville, IN
(765) 342- 6621

Tax Assessor—*property taxes*

Morgan County Administration Building
180 South Main Street, Suite 218
Martinsville, IN 46151
(765) 342-1065

Newton County

Bureau of Motor Vehicles—*business vehicle registration*

113 East State Street

Morocco, IN 47963

(219) 285-6848

<http://www.in.gov/bmv>

County Recorder—*business name registration*

Courthouse

P.O. Box 1634

Kentland, IN 47951

(219) 474-6081

Located between College and Walnut streets

<http://www.newtoncounty.in.gov/>

Newton County Health Department—*food business registration and inspection*

4117 South 240 West, Suite 500

Morocco, IN 47963

(219) 285-2052

Tax Assessor—*property taxes*

One Courthouse Square

Kentland, IN 47951

(219) 474-6081, Ext. 101

Commissioners

Suite 100

(219) 285-5103

Noble County

Unless indicated otherwise, all of the offices are located at the following address:

County Courthouse
101 North Orange Street
Albion, IN 46701
<http://nobleco.squarespace.com/>

Board of Commissioners—*tax abatement and oversight of local planning commission*
(260) 636-7877

Bureau of Motor Vehicles—*business vehicle registration*
113 West Jefferson
Albion, IN 46701
(260) 636-2033
<http://www.in.gov/bmv>

County Recorder—*business name registration*
(260) 636-2672

Noble County Health Department—*food business registration and inspection*
2090 North State Road 9, Suite C
Albion, IN 46701
(260) 636-2191

Plan Commission—*zoning requirements*
(260) 636-7217

Tax Assessor—*property taxes*
(260) 636-2297

Ohio County

Bureau of Motor Vehicles—*business vehicle registration*

630 North High Street

Rising Sun, IN 47040

(812) 438-3911

<http://www.in.gov/bmv>

County Recorder—*business name registration*

Courthouse

413 Main Street, No. 104

Rising Sun, IN 47040

(812) 438-3369

http://www.homeinfomax.com/Public/County_Records/IN-Indiana/Ohio_county.html

Ohio County Health Department—*food business registration and inspection*

117 Sixth Street

Rising Sun, IN 47040

(812) 438-2551

Tax Assessor—*property taxes*

413 Main Street

Rising Sun, IN 47040

(812) 438-3264

Orange County

Unless indicated otherwise, all of the offices are located at the following address:

County Complex
205 East Main Street
Paoli, IN 47454
(812) 723-2649

Bureau of Motor Vehicles—*business vehicle registration*

1565 West Hospital Road
Paoli, IN 47454
(812) 723-3124
<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

(812) 723-3600
<http://www.co.orange.in.us/>

County Recorder—*business name registration*

(812) 723-3600

Orange County Health Department—*food business registration and inspection*

205 East Main Street
Paoli, IN 47454
(812) 723-7112

Tax Assessor—*property taxes*

Suite 7
Paoli, IN 47454
(812) 723-3600

Owen County

Bureau of Motor Vehicles—*business vehicle registration*

168 East Morgan Street

Spencer, IN 47460

(812) 829-3718

<http://www.in.gov/bmv>

County Recorder—*business name registration*

60 South Main Street

Spencer, IN 47460

(812) 829-5013

<http://www.owencounty.in.gov/>

Owen County Health Department—*food business registration and inspection*

Courthouse

60 South Main Street, 1st floor

Spencer, IN 47460

(812) 829-5017

Tax Assessor—*property taxes*

60 South Main Street

Spencer, IN 47460

(812) 829-5011

Parke County

Bureau of Motor Vehicles—*business vehicle registration*

102 South Market Street

Rockville, IN 47872

(765) 569-5205

<http://www.in.gov/bmv>

County Recorder—*business name registration*

116 West High Street, No. 102

Rockville, IN 47872

(765) 569-3419

<http://www.coveredbridges.com/>

Parke County Health Department—*food business registration and inspection*

116 West High Street, Room 10

Rockville, IN 47872

(765) 569-6665

Tax Assessor—*property taxes*

116 West High Street, No. 103

Rockville, IN

(765) 569-3490

Perry County

Building and Zoning—*zoning requirements*

700 Main Street

Tell City, IN 47586

(812) 547-7490

<http://www.perrycounty.in.gov/>

Bureau of Motor Vehicles—*business vehicle registration*

635 Main Street

Tell City, IN 47586

(812) 547-4296

<http://www.in.gov/bmv>

County Recorder—*business name registration*

2219 Payne Street

Tell City, IN 47586

(812) 547-4261

Perry County Commissioners—*tax abatement and oversight of local planning commission*

2219 Payne Street

Tell City, IN 47586

(812) 547-2758

Perry County Health Department—*food business registration and inspection*

2219 Payne Street

Tell City, IN 47520

(812) 547-2746

Tax Assessor—*property taxes*

2219 Payne Street

Tell City, IN 47586

(812) 547-5531

Pike County

Unless indicated otherwise, all of the offices are located at the following address:

Courthouse
801 Main Street
Petersburg, IN 47567

Bureau of Motor Vehicles—*business vehicle registration*

161 North Nichols Avenue
Petersburg, IN 47567

(812) 354-6563

<http://www.in.gov/bmv>

County Recorder—*business name registration*

(812) 354-6747

<http://www.pikecountyin.org/>

Pike County Health Department—*food business registration and inspection*

(812) 354-8797

Tax Assessor—*property taxes*

(812) 354-6584

Porter County

Unless indicated otherwise, all of the offices are located at the following address:

155 Indiana Avenue
Valparaiso, IN 46383

Board of Commissioners—*tax abatement and oversight of local planning commission*

Suite 205

(219) 465-3440

<http://www.porterco.org/>

Bureau of Motor Vehicles—*business vehicle registration*

<http://www.in.gov/bmv>

County Recorder—*business name registration*

Suite 210

(219) 465-3465

Plan Commission—*zoning requirements*

Suite 311

(219) 465-3540

Porter County Health Department—*food business registration and inspection*

Room 104

Valparaiso: (219) 465-3525; Portage: (219) 759-8239

Tax Assessor—*property taxes*

Suite 211

(219) 465-3460

Posey County

Bureau of Motor Vehicles—*business vehicle registration*

<http://www.in.gov/bmv>

County Recorder—*business name registration*

Courthouse

126 East Third Street, No. 215

Mount Vernon, IN 47620

(812) 838-1314

<http://www.mountvernon.in.gov/>

Posey County Health Department—*food business registration and inspection*

126 East Third Street, Room 20

Mount Vernon, IN 47620

(812) 838-8561

Tax Assessor—*property taxes*

126 East Third Street, Room 132

Mount Vernon, IN 47620

(812) 838-1309

Pulaski County

Bureau of Motor Vehicles—*business vehicle registration*

218 North Sally Drive

Winamac, IN 46996

(574) 946-3044

<http://www.in.gov/bmv>

County Recorder—*business name registration*

Courthouse

112 East Main Street, Room 220

Winamac, IN 46996

(574) 946-3844

<http://www.pulaskionline.org/>

Pulaski County Health Department—*food business registration and inspection*

125 South Riverside Drive, Suite 205

Winamac, IN 46996

(574) 946-6080

Tax Assessor—*property taxes*

112 East Main Street, Room 120

Winamac, IN 476996

(574) 946-3845

Putnam County

Bureau of Motor Vehicles—*business vehicle registration*

1010 Mill Pond Lane
Greencastle, IN 46135
(765) 653-3218
<http://www.in.gov/bmv>

County Recorder—*business name registration*

1 West Washington Street, Room 25
Greencastle, IN 46135
(765) 653-5613
<http://www.in.gov/judiciary/2904.htm>

Putnam County Health Department—*food business registration and inspection*

P.O. Box 507
1542 South Bloomington Street, Suite 1500
Greencastle, IN 46135
(765) 658-2782

Tax Assessor—*property taxes*

1 West Washington Street, Room 11
Greencastle, IN 46135
(765) 653-4312

Randolph County

Unless indicated otherwise, all of the offices are located at the following address:

Courthouse
100 South Main Street
Winchester, IN 47394

Bureau of Motor Vehicles—*business vehicle registration*

3 Industrial Park Drive, Suite 100
Winchester, IN 47394
(765) 584-6061

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

(765) 584-5017
<http://randolphcounty.us/departments>

County Recorder—*business name registration*

123 West Franklin Street, Room 201
(765) 584-7300

Randolph County Health Department—*food business registration and inspection*

325 South Oak Street, Suite 202
Winchester, IN 47394-2247
(765) 584-1155

Randolph County Area Planning—*zoning requirements*

325 South Oak Street, Suite 201
Winchester, IN 47394
(765) 584-8610

Tax Assessor—*property taxes*

Room 104
(765) 584-6700

Ripley County

Bureau of Motor Vehicles—*business vehicle registration*

1132 Tekulve Road, Suite 3

Batesville, IN 47006

(812) 934-3247

<http://www.in.gov/bmv>

County Recorder—*business name registration*

115 North Main St., Room 103

P.O. Box 404

Versailles, IN 47042

(812) 689-5808

<http://www.ripleycounty.com/>

Ripley Area Planning—*zoning requirements*

102 West First North Street, Room 109

Versailles, IN 47042

(812) 689-6062

Ripley County Health Department—*food business registration and inspection*

102 West First North Street, Suite 106

Versailles, IN 47042

(812) 689-5751

Tax Assessor—*property taxes*

115 North Main Street

P.O. Box 382

Versailles, IN 47042

(812) 689-5656

Rush County

Unless indicated otherwise, all of the offices are located at the following address:

Courthouse
101 East Second Street
Rushville, IN 46173

Area Plan Director—*zoning requirements*

Room 211
(765) 932-3090
<http://www.rushcounty.in.gov/Public/CountyOffices/index.cfm>

Bureau of Motor Vehicles—*business vehicle registration*

1822 North Main Street, Suite 111
Rushville, IN 46173
(765) 932-2406
<http://www.in.gov/bmv>

County Recorder—*business name registration*

Room 208
(765) 932-2388

Rush County Health Department—*food business registration and inspection*

Room 105
(765) 932-3103

Tax Assessor—*property taxes*

Room 210
(765) 932-3242

St. Joseph County

Unless indicated otherwise, all of the offices are located at the following address:

227 West Jefferson Boulevard
South Bend, IN 46601

<http://www.stjosephcountyindiana.com/>

Area Plan Commission—*zoning requirements*

(574) 235-9571

Bureau of Motor Vehicles—*business vehicle registration*

4646 West Western Avenue
South Bend, IN 46619

(574) 233-2149

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

(574) 235-9534

County Recorder—*business name registration*

Room 321

(574) 235-9525

St. Joseph County Health Department—*food business registration and inspection*

Room 825

(574) 235-9750

Tax Assessor—*property taxes*

Room 307

(574) 235-9523

Scott County

Bureau of Motor Vehicles—*business vehicle registration*

591 South Lake Road South

Scottsburg, IN 47170

(812) 752-4045

<http://www.in.gov/bmv>

County Recorder—*business name registration*

Scottsburg, IN 47170

(812) 752-8442

<http://www.in.gov/judiciary/2900.htm>

Scott County Health Department—*food business registration and inspection*

1471 North Gardner Street

Scottsburg, IN 47170

(812) 752-8455

Tax Assessor—*property taxes*

1 East McClain Avenue, Suite 150

Scottsburg, IN 47170

(812) 752-8436

Shelby County

Bureau of Motor Vehicles—*business vehicle registration*

29 Public Square
Shelbyville, IN 46176
(317) 398-6533

<http://www.in.gov/bmv/>

County Recorder—*business name registration*

Courthouse
25 West Polk Street, Room 101
Shelbyville, IN 46176
(317) 392-6370

<http://www.co.shelby.in.us/>

Shelby County Health Department—*food business registration and inspection*

1600 East Indiana 44 , Suite B
Shelbyville, IN 46176
(317) 392-6470

Tax Assessor—*property taxes*

25 West Polk Street, Room 205
Shelbyville, IN 46176
(317) 392-6305

Spencer County

Unless indicated otherwise, all of the offices are located at the following address:

Courthouse
200 Main Street
Rockport, IN 47635
<http://spencercounty.in.gov/>

Bureau of Motor Vehicles—*business vehicle registration*

11 North Walnut Street
Dale, IN 47523
(812) 937-4304
<http://www.in.gov/bmv>

County Recorder—*business name registration*

(812) 649-6013

Spencer County Health Department—*food business registration and inspection*

Main Street Courthouse, Room 1
Rockport, IN 47635
(812) 649-4441

Tax Assessor—*property taxes*

(812) 649-2381

Starke County

Unless indicated otherwise, all of the offices are located at the following address:

53 East Mound Street

Knox, IN 46534

<http://www.co.starke.in.us/>

Bureau of Motor Vehicles—*business vehicle registration*

307 Carlson Drive

Knox, IN 46534

(574) 772-4432

<http://www.in.gov/bmv>

County Recorder—*business name registration*

(574) 772-9109

Planning Commission—*zoning requirements*

(574) 772-9133

Starke County Health Department—*food business registration and inspection*

53 East Washington Street

Knox, IN 46534

(574) 772-9137

Tax Assessor—*property taxes*

(574) 772-9107

Steuben County

Unless indicated otherwise, all of the offices are located at the following address:

317 South Wayne Street

Angola, IN 46703

<http://www.co.steuben.in.us/government/index.php>

Bureau of Motor Vehicles—*business vehicle registration*

1801 North Wayne Street, Suite 102-103

Angola, IN 46703

(260) 665-5661

<http://www.in.gov/bmv>

County Commissioners—*tax abatement and oversight of local planning commission*

Suite 2H

(260) 668-1000, Ext. 1224

County Recorder—*business name registration*

Suite 2F

(260) 668-1000, Ext. 1700

Plan Commission—*zoning requirements*

Suite 3H

(260) 668-1000, Ext. 1600

Steuben County Health Department—*food business registration and inspection*

Suite 3A

Angola, IN 46703

(260) 668-1000, Ext. 1500

Tax Assessor—*property taxes*

Suite 2G

Angola, IN 46703

(260) 668-1000, Ext. 1000

Sullivan County

Bureau of Motor Vehicles—*business vehicle registration*

273 South Section Street

Sullivan, IN 47882

(812) 268-5591

<http://www.in.gov/bmv>

Court House

100 Courthouse Square, Room 201

Sullivan, IN 47882-0370

<https://secure.in.gov/judiciary/2894.htm>

County Recorder—*business name registration*

Courthouse, Room 205

Sullivan, IN 47882

(812) 268-4844

Sullivan County Health Department—*food business registration and inspection*

901 North Section Street

Sullivan, IN 47882

(812) 268-0224

Tax Assessor—*property taxes*

Courthouse, Room 203

Sullivan, IN 47882

(812) 268-5110

Switzerland County

Bureau of Motor Vehicles—*business vehicle registration*

504 Ferry Street
Vevay, IN 47043
(812) 427-3303
<http://www.in.gov/bmv>

County Courthouse

212 West Main Street
Vevay, IN 47043
<http://www.switzerland-county.com/>

County Recorder—*business name registration*

Courthouse, First Floor
Vevay, IN 47043
(812) 427-4460

Switzerland County Health Department—*food business registration and inspection*

1190 West Main Street
P.O. Box 14
Vevay, IN 47043
(812) 427-3220

Tax Assessor—*property taxes*

Courthouse, First Floor
Vevay, In 47073
(812) 427-3379

Tippecanoe County

Unless indicated otherwise, all of the offices are located at the following address:

20 North Third Street

Lafayette, IN 47901

<http://www.tippecanoe.in.gov/>

Bureau of Motor Vehicles—*business vehicle registration*

2200 Elmwood Avenue, Suite C1

Lafayette, IN 47904 (765) 448-3738

<http://www.in.gov/bmv/>

City Engineer's Office—*sign registration in Lafayette*

20 North 6th Street

Lafayette, IN 47901

(765) 476-4471

County Recorder—*business name registration*

Second Floor

(765) 423-9352

Indiana Department of Revenue—*retail merchant certificate*

100 Executive Drive, Suite B

Lafayette, IN 47905

(765) 448-6626

Internal Revenue Service—*business taxes*

620 Morland Drive

Lafayette, IN 47905

(800) 829-1040

Tax Assessor—*property taxes*

Second Floor

(765) 423-9255

Tippecanoe Area Planning Commission—*zoning requirements*

Basement Floor

(765) 423-9225

Tippecanoe County Commissioners Office—*tax abatement and oversight of local planning commission*

First Floor

(765) 423-9215

Tippecanoe County Health Department—*food business registration and inspection*

626 North Sixth Street

Lafayette, IN 47901

(765) 423-9221, Ext. 2

Tipton County

Unless indicated otherwise, all of the offices are located at the following address:

101 East Jefferson

Tipton, IN 46072

http://www.tiptonguide.com/city_county.asp

Bureau of Motor Vehicles—*business vehicle registration*

854 East Jefferson Street

Tipton, IN 46072

(765) 675-6103

<http://www.in.gov/bmv/>

County Commissioners—*tax abatement and oversight of local planning commission*

(765) 675-7921

County Recorder—*business name registration*

(765) 675-6063

Planning Commission—*zoning requirements*

(765) 675-6063

Tax Assessor—*property taxes*

(765) 675-2465

Tipton County Health Department—*food business registration and inspection*

1000 South Main Street

Tipton, IN 46072

(765) 675-8741

Union County

Unless indicated otherwise, all of the offices are located at the following address:

26 West Union Street
Liberty, IN 47353-1347

<http://www.unioncountyin.gov/>

Bureau of Motor Vehicles—*business vehicle registration*

1 East High Street
Liberty, IN 47353

(765) 458-5234

<http://www.in.gov/bmv/>

County Recorder—*business name registration*

Second Floor

(765) 458-5434

Tax Assessor—*property taxes*

Second Floor

(765) 458-5331

Union County Health Department—*food business registration and inspection*

6 West South Street, Suite 2

Liberty, IN 47353

(765) 458-5393

Union County Area Plan Office

6 West South Street, Suite 1

(765) 458-5044

Vanderburgh County

Unless indicated otherwise, all of the offices are located at the following address:

Civic Center Complex
1 Northwest Martin Luther King Jr. Boulevard
Evansville, IN 47708

Area Plan Commission—*zoning requirements*

Room 312
(812) 435-5226
<http://www.evansvilleapc.com/index.aspx?page=109>

Bureau of Motor Vehicles—*business vehicle registration*

Evansville, IN 47710
<http://www.in.gov/bmv/2450.htm>

County Commissioners—*tax abatement and oversight of local planning commission*

Room 305
(812) 435-5241

County Recorder—*business name registration*

P.O. Box 1037
Evansville, IN 47706
(812) 435-5215

Tax Assessor—*property taxes*

Room 227
(812) 435-5267

Vanderburgh County Health Department—*food business registration and inspection*

Oak Park Professional Building
420 Mulberry Street
Evansville, IN 47713
(812) 435-2400

Vermillion County

Bureau of Motor Vehicles—*business vehicle registration*

123 North Main Street

Clinton, IN 47842

(765) 832-3577

<http://www.in.gov/bmv/>

County Recorder—*business name registration*

Courthouse Square

255 S. Main Street

Courthouse, Room 202

P.O. Box 145

Newport, IN 47966

(765) 492-5380

<http://www.vermilliongov.us/home.html>

Tax Assessor—*property taxes*

Courthouse Square

255 S. Main Street

Courthouse, Room 208

P.O. Box 268

Newport, IN 47966

(765) 492-5310 or (800) 340-8155

Vermillion County Health Department—*food business registration and inspection*

257 Walnut Street

Clinton, IN 47842

(765) 832-3622

Vigo County

Area Planning Department—*zoning requirements*

159 Oak Street
Terre Haute, IN 47807
(812) 462-3354
<http://www.vigocounty.in.gov/departments/>

Bureau of Motor Vehicles—*business vehicle registration*

2920 Professional Lane
Terre Haute, IN 47802
(812) 238-1669
<http://www.in.gov/bmv/>

County Commissioners—*tax abatement and oversight of local planning commission*

650 South 1st Street
Terre Haute, IN 47807
(812) 462-3367

County Recorder—*business name registration*

199 Oak Street
Terre Haute, IN 47807
(812) 462-3301

Department of Revenue—*tax requirements*

30 North 8th Street, 3rd Floor
Terre Haute, IN 47807
(812) 235-6046

Tax Assessor—*property taxes*

189 Oak Street
Terre Haute, IN 47807
(812) 462-3358

Vigo County Health Department—*food business registration and inspection*

147 Oak Street
Terre Haute, IN 47807
(812) 462-3428

Wabash County

Bureau of Motor Vehicles—*business vehicle registration*

45 East Market Street

Wabash, IN 46992

(260) 563-7657

<http://www.in.gov/bmv/>

County Recorder—*business name registration*

1 West Hill Street, Suite 105

Wabash, IN 46992

(260) 563-0661, Ext. 253

<http://wabashcounty.in.gov/cgi.exe?P AGEID=0009>

Tax Assessor—*property taxes*

1 West Hill Street, Suite 101

Wabash, IN 46992

(260) 563-0661

Wabash County Health Department—*food business registration and inspection*

89 West Hill Street

Wabash, IN 46992

(260) 563-0661, Ext. 248 or 283

Warren County

Unless indicated otherwise, all of the offices are located at the following address:

125 N. Monroe Street
Williamsport, IN 47993

Bureau of Motor Vehicles—*business vehicle registration*

14 West Second Street
Williamsport, IN 47993
(765) 764-4500

<http://www.in.gov/bmv/>

County Commissioners

(765) 762-3275
http://www.warrenadvantage.com/Warren_Profile/Government.htm

County Recorder—*business name registration*

Suite 10
(765) 762-3174

Tax Assessor—*property taxes*

Suite 3
(765) 764-4528

Warren County Health Department—*food business registration and inspection*

208 S. Perry Street
Attica, IN
(765) 762-3035

Warrick County

Unless indicated otherwise, all of the offices are located at the following address:

Old Courthouse
107 West Locust Street
Boonville, IN 47601

Area Plan Commission—*zoning requirements*

Room 201
(812) 897-6190
<http://www.warrickcounty.gov/>

Bureau of Motor Vehicles—*business vehicle registration*

713 North Third Street
Boonville, IN 47601
(812) 897-1626
<http://www.in.gov/bmv/>

County Commissioners—*tax abatement and oversight of local planning commission*

Suite 301
(812) 897-6120

County Recorder—*business name registration*

Warrick County Judicial Center
P.O. Box 285
One County Square, Suite 230
Boonville, IN 47601
(812) 897-6165

Tax Assessor—*property taxes*

Suite 280
(812) 897-6125

Warrick County Health Department—*food business registration and inspection*

Suite 204
(812) 897-6105

Washington County

Bureau of Motor Vehicles—*business vehicle registration*

101 East Westminster Drive

Salem, IN 47167

(812) 883-2100

<http://www.in.gov/bmv/>

County Commissioners

<http://www.washingtoncounty.in.gov/>

County Recorder—*business name registration*

99 Public Square, Suite 100

Salem, IN 47167

(812) 883-4001

Tax Assessor—*property taxes*

99 Public Square, Suite 105

Salem, IN 47167

(812) 883-4000

Washington County Health Department—*food business registration and inspection*

806 Martinsburg Road

Salem, IN 47167

(812) 883-5603

Wayne County

Unless indicated otherwise, all of the offices are located at the following address:

Wayne County Administration Building
401 East Main Street
Richmond, IN 47374

Bureau of Motor Vehicles—*business vehicle registration*

4503 National Road East
Richmond, IN 47374
(765) 962-5936

<http://www.in.gov/bmv/>

County Commissioners—*tax abatement and oversight of local planning commission*

West Wing, Second Floor
(765) 973-9237

County Recorder—*business name registration*

East Wing, Second Floor
(765) 973-9235
<http://co.wayne.in.us/offices/>

Planning & Zoning—*zoning requirements*

North Wing, Second Floor
(765) 973- 9249

Tax Assessor—*property taxes*

West Wing, First Floor
(765) 973-9254

Wayne County Health Department—*food business registration and inspection*

West Wing
(765) 973-9245

Wells County

Bureau of Motor Vehicles—*business vehicle registration*

2917 East State Road 124, Suite B

Bluffton, IN 46714

(260) 824-0620

<http://www.in.gov/bmv/>

County Recorder—*business name registration*

Courthouse

102 West Market Street, Suite 203

Bluffton, IN 46714

(260) 824-6507

<https://www.wellscounty.org/>

Wells County Health Department—*food business registration and inspection*

223 West Washington Street

Bluffton, IN 46714

(260) 824-6489

Tax Assessor—*property taxes*

102 West Market Street, Suite 202

Bluffton, IN 46714 (260) 824-6476

White County

Unless indicated otherwise, all of the offices are located at the following address:

110 North Main Street

Monticello, IN 47960

<http://home.whitecountyindiana.us/>

Bureau of Motor Vehicles—*business vehicle registration*

820 West Fisher Street

Monticello, IN 47960

(574) 583-5971

<http://www.in.gov/bmv/>

County Recorder—*business name registration*

P.O. Box 127

Monticello, IN 47960

(574) 583-5912

Tax Assessor—*property taxes*

1st Floor, Room 5

P.O. Box 1023

(574) 583-7755

White County Area Plan Commission—*zoning requirements*

2nd Floor

P.O. Box 851

(574) 583-7355

White County Health Department—*food business registration and inspection*

P.O. Box 838

315 North Illinois Street

Monticello, IN 47960

(574) 583-8254

Whitley County

Bureau of Motor Vehicles—*business vehicle registration*

662 Country Side Drive, No. 101

Columbia City, IN 46725

(260) 244-7107

<http://www.in.gov/bmv/>

County Commissioners

<http://whitleygov.com/departments/>

County Recorder—*business name registration*

220 West Van Buren Street, Suite 206

Columbia City, IN 46725

(260) 248-3106

Tax Assessor—*property taxes*

220 West Van Buren Street, Suite 202

Columbia City, IN 46725

(260) 248-3140

Whitley County Health Department—*food business registration and inspection*

220 West Van Buren Street, Suite 111

Columbia City, IN 46725

(260) 248-3121

Indiana Code Pertaining to Business Structure Registration Requirements

Limited Partnerships (Indiana Code (IC) 23-16-3-2)

Section 2

(a) To form a limited partnership, a certificate of limited partnership must be executed and filed in the Office of the Secretary of State. The certificate must include the following:

- (1) The name of the limited partnership.
- (2) The address of the office and the name and address of the agent for service of process required to be maintained by IC 23-16-2-3.
- (3) The name and the business address of each general partner.
- (4) The latest date upon which the limited partnership is to dissolve.
- (5) Any other matters the general partners agree to include.

(b) A limited partnership is formed at the time of the filing of the initial certificate of limited partnership in the office of the Secretary of State or at any later time specified in the certificate of limited partnership if, in either case, there has been substantial compliance with the requirements of this section. Unless the certificate specifies an effective date that is different from the filing date, the time and date of the filing of the certificate is conclusive evidence as to when a limited partnership is formed.

Limited Liability Partnerships (IC 23-4-1-45)

Section 45

(a) To qualify as a limited liability partnership, a partnership under this chapter must do the following:

(1) File a registration with the Secretary of State in a form determined by the Secretary of State that satisfies the following:

(A) Is signed by one (1) or more partners authorized to sign the registration. A signature on a document under this clause that is transmitted and filed electronically is sufficient if the person transmitting and filing the document:

(i) has the intent to file the document as evidenced by a symbol executed or adopted by a party with present intention to authenticate the filing; and (ii) enters the filing party's name on the electronic form in a signature box or other place indicated by the Secretary of State.

(B) States the name of the limited liability partnership, which must:

(i) contain the words "Limited Liability Partnership" or the abbreviation "L.L.P." or "LLP" as the last words or letters of the name; and

(ii) be distinguishable upon the records of the Secretary of State from the name of a limited liability partnership or other business entity registered to transact business in Indiana.

(C) States the address of the partnership's principal office.

(D) States the name of the partnership's registered agent and the address of the partnership's registered office for service of process as required to be maintained by section 50 of this chapter.

(E) Contains a brief statement of the business in which the partnership engages.

(F) States any other matters that the partnership determines to include.

(G) States that the filing of the registration is evidence of the partnership's intention to act as a limited liability partnership.

(2) File a ninety dollar (\$90) registration fee with the registration.

(b) The Secretary of State shall grant limited liability partnership status to any partnership that submits a completed registration with the required fee.

(c) Registration is effective and a partnership becomes a limited liability partnership on the date a registration is filed with the Secretary of State or at any later date or time specified in the registration. The registration remains effective until it is voluntarily withdrawn by filing with the Secretary of State a written withdrawal notice under section 45.2 of this chapter.

(d) The status of a partnership as a limited liability partnership and the liability of a partner of a limited liability partnership is not adversely affected by errors or subsequent changes in the information stated in a registration under subsection (a).

(e) A registration on file with the Secretary of State is notice that the partnership is a limited liability partnership and is notice of all other facts set forth in the registration.

Limited Liability Companies (IC 23-18-2-4)

Section 4

(a) At least one (1) person may form a limited liability company by causing articles of organization to be executed and filed for record with the office of the Secretary of State. A person does not need to be a member of the limited liability company at the time of formation or after formation has occurred.

(b) Articles of organization shall contain the following:

(1) The name of the limited liability company.

(2) The street address of the limited liability company's registered office in Indiana and the name of the limited liability company's registered agent at that office.

(3) The latest date upon which the limited liability company is to dissolve, or a statement that the duration of the limited liability company is perpetual until dissolution in accordance with this article.

(4) If the articles of organization provide for a manager or managers, a statement to that effect.

(5) Any other matters not inconsistent with this article that the members agree to include, including any matters that are required to be or may be included in an operating agreement under this article.

Corporations (IC 23-1-21-2)

Section 2

(a) The articles of incorporation must set forth:

- (1) a corporate name for the corporation that satisfies the requirements of IC 23-1-23-1; (
- 2) the number of shares the corporation is authorized to issue;
- (3) the street address of the corporation's initial registered office in Indiana and the name of its initial registered agent at that office; and
- (4) the name and address of each incorporator.

(b) The articles of incorporation may set forth:

- (1) the names and addresses of the individuals who are to serve as the initial directors;
- (2) provisions not inconsistent with law regarding:
 - (A) the purpose or purposes for which the corporation is organized;
 - (B) managing the business and regulating the affairs of the corporation;
 - (C) defining, limiting, and regulating the powers of the corporation, its board of directors, and shareholders;
 - (D) a par value for authorized shares or classes of shares; and
 - (E) the imposition of personal liability on shareholders for the debts of the corporation to a specified extent and upon specified conditions; and
- (3) any provision that under this article is required or permitted to be set forth in the bylaws.

(c) The articles of incorporation need not set forth any of the corporate powers enumerated in this article.

Non-Profit Corporations (IC 23-17-3-2)

Section 2

Articles of incorporation must contain the following:

- (1) A corporate name for the corporation that satisfies the requirements of IC 23-17-5-1.
- (2) One (1) of the following statements:
 - (A) “This corporation is a public benefit corporation”.
 - (B) “This corporation is a mutual benefit corporation”.
 - (C) “This corporation is a religious corporation”.
- (3) The street address of the corporation’s initial registered office in Indiana and the name of the corporation’s initial registered agent at that office.
- (4) The name and address of each incorporator.
- (5) Whether or not the corporation will have members.
- (6) Provisions that are not inconsistent with any law regarding the distribution of assets on dissolution.

Specific Occupational Business Licenses

Agricultural Commodity Dealers

Indiana Grain Buyers and Warehouse Licensing Agency
101 West Ohio Street, Suite 1200
Indianapolis, IN 46024
(317) 232-1356
<http://www.in.gov/igbwla>

Auctioneers

Indiana Auctioneer Commission
402 West Washington Street, Room W 072
Indianapolis, IN 46204
(317) 234-3040
<http://www.in.gov/pla/auction.htm>

Bartenders and Servers

Alcohol and Tobacco Commission
302 West Washington Street, Room E112
Indianapolis, IN 46204
(317) 232-2430
<http://www.in.gov>

Collection Agencies

Secretary of State, Securities Division
302 West Washington Street, Room E111
Indianapolis, IN 46204
(317) 232-6681
<http://www.in.gov/sos/securities/>

Commercial Driver's License

Bureau of Motor Vehicles
100 North Senate Avenue, Room N406
Indianapolis, IN 46204
(888) 692-6841
<http://www.in.gov/bmv/>

Commercial Motor Carriers

Indiana Department of Revenue
Motor Carrier Service Division
5252 Decatur Boulevard, Suite R
Indianapolis, IN 46241
(317) 615-7200
<http://www.in.gov/dor/mcs/forms.html>

Commodity Dealers and Warehouses

Indiana Grain Buyers & Warehouse Licensing Agency
101 West Ohio Street, Suite 1200
Indianapolis, IN 46204
(317) 232-1356
<http://www.in.gov/igbwla>

Federal Handgun Permit

Alcohol, Tobacco, & Firearms Commission
Compliance Office
801-B West 8th Street, Suite 301
Cincinnati, OH 45203
(513) 684-3351
<http://www.in.gov/idoa/2387.htm>

Franchisors, Securities Dealers, and Issuance

Secretary of State, Securities Division
302 West Washington Street, Room E111
Indianapolis, IN 46204
(317) 232-6681
<http://www.in.gov/sos/securities>

Indiana Professional Licensing Agency*

302 West Washington Street, Room E034
Indianapolis, IN 46204
(317) 232-2980
<http://www.in.gov/pla>

Land Surveyors

402 West Washington Street, Room W072
Indianapolis, IN 46204
(317) 234-3022
<http://www.in.gov/pla/surveyor.htm>

Pesticide Applicator Certification and Licensing

Indiana State Chemist's Office
175 South University Street
Purdue University
West Lafayette, IN 47907-2063
(765) 494-1492
<http://www.isco.purdue.edu>

Real Estate Brokers, Salespeople, and Appraisers

Real Estate Commission
402 West Washington Street, Room W072
Indianapolis, IN 46204
(317) 232-3009
<http://www.in.gov/pla/appraiser.htm>

Timber buyers

Department of Natural Resources
Division of Forestry
402 West Washington Street, Room W296
Indianapolis, IN 46204
(317) 232-4112
<http://www.in.gov/dnr/>

Veterinary Disease Control

State Board of Animal Health
1202 East 38th Street
Indianapolis, IN 46205
(317) 544-2400
<http://www.in.gov/boah/>

* Oversees regulations for the following occupations: accountants, architects, auctioneers, barbers, boxing, cosmetologists, funeral/cemetery services, professional engineers, land surveyors, plumbing, private detectives, real estate appraisers, real estate commissions, and tanning facilities.

References

Department of Treasury, Internal Revenue Service, Publication 15-1 (revised January 2004), Employer's Supplemental Tax Guide, online at <http://www.irs.gov/pub/irs-pdf/p15a.pdf>

General Requirements for Indiana Businesses pamphlet compiled by the State Information Center. May 2004.
Greater Lafayette Progress Inc. (2001) "Advantage Small Business: Building Your Future." 2001.

Indiana Department of Environmental Management website—The IDEM Permit Guide.

<http://www.in.gov/idem>

Indiana Department of Workforce Development Website. <http://www.in.gov/dwd/>

Indiana Secretary of State Website—An Entrepreneur's Guide to Starting a Business in Indiana.

<http://www.in.gov/sos/business/2428.htm>

Indiana State Board of Animal Health Website.

<http://www.in.gov/boah/>

Indiana State Department of Health Website—Starting a New Food Wholesale Business in Indiana.

<http://www.in.gov/isdh/>

Indiana State Information Center Website—Business Owner's Guide to State Government.

http://www.in.gov/core/business_guide.html

Miller, David. "Regional Small Business Guide." Indiana Small Business Development Center. 1999.

Pennsylvania Department of Community & Economic Development. (2001) "Entrepreneur's Guide, Starting and Growing a Business in Pennsylvania." 2006. <http://foodsafety.psu.edu/processor/resources.htm> <http://foodsafety.psu.edu/processor/entrepguide2006f.pdf>

U.S. Patent and Trademark Office Website.

<http://www.uspto.gov/>