

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

Christy L. Lusk  
New Ventures Program Manager

Maria I. Marshall  
Assistant Professor

Department of Agricultural Economics  
Purdue University

## Acknowledgements

The authors would like to acknowledge Jerry Nelson, Purdue University New Ventures Team, for his contributions in the creation of this document, and De Bush, Purdue University Food Science Department, who provided thoughtful suggestions. 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, Indiana State Information Center, and the Indiana State Department of Agriculture.



**Table of Contents**

Overview.....5

Checklist One—General Licensing, Regulatory, and Tax Requirements for All Businesses.....6

Checklist Two—Businesses with Employees.....9

Checklist Three—Businesses with Specific Environmental Concerns.....11

Checklist Four—Businesses Involved with Food Handling—Wholesale Level.....15

Checklist Five—Businesses Involved with Food Handling—Retail Level.....17

Checklist Six—Businesses with Animals or Animal Products.....19

State Agency Directory.....21

County-Level Directory.....25

Indiana Code Pertaining to Business Structure Registration Requirements.....119

Specific Occupational Business Licenses.....125

References.....129



## *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.

September 2006

This guide is also available free online at <http://www.agecon.purdue.edu/newventures>. 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 structures<sup>1</sup> with the Business Services Division of the Indiana Secretary of State at <http://www.in.gov/sos/business/index.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/ic/search.html>.
  - 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 available<sup>2</sup> at <http://www.in.gov/sos/business/corps/searches.html> 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.state.in.us/icpr/webfile/formsdiv/30353.pdf> 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)<sup>3</sup> 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 (Form BT-1) to register with the Indiana Department of Revenue (IDOR) for sales tax<sup>4</sup>, withholding tax, corporate tax, and other non-corporate taxes. You can obtain this form at <http://www.in.gov/dor/taxforms/s-wforms.html> 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 <http://www.irs.ustreas.gov/pub/irs-pdf/f1040es.pdf> or Form 1120-W Estimated Tax for Corporations at <http://www.irs.ustreas.gov/pub/irs-pdf/f1120w.pdf> 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.indianaplanning.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/2123.htm> 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/permits/guide/> 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/2123.htm> or (317) 232-2670.
- If a boiler or pressure vessel<sup>5</sup> 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/2123.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](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.

<sup>1</sup> 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/corps/guide.html>, or call the Corporations Office at (317) 232-6576.

<sup>2</sup> 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/icpr/webfile/formsdiv/26233.pdf>, or the business may proceed by filing the Articles of Incorporation, thereby reserving the business name.

<sup>3</sup>This is only applicable 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.

<sup>4</sup>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 <http://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/2116.htm>, or contact the Department of Revenue at (317) 233-4016.

<sup>5</sup>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.in.gov/dor/business/withholding.html> 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/labor/childlabor/pdf/896.pdf> or (317) 232-2676/(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://uscis.gov/graphics/formsfee/forms/files/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.irs.ustreas.gov/pub/irs-pdf/fw4.pdf> or (800) 829-4933.
- ❑ Obtain and post the following. Note each poster title is indicted in bold typeface, followed by the corresponding regulatory agency. Exemptions to posting requirements are noted at <http://www.in.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.in.gov/> – Indiana Department of Labor, Wage & Hour Division at <http://www.in.gov/labor/wagehour/> 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.in.gov/> – Indiana Department of Labor, Wage & Hour Division at <http://www.in.gov/labor/wagehour/> 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/labor/wagehour/> 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/labor/wagehour/> 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/labor/iosha/> 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/labor/childlabor/pdf/hrposter.pdf> 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/permits/> 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/permits/guide/air/openburning.html> 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 the business complies with fugitive dust rules. More information is available at <http://www.in.gov/idem/permits/guide/air/fugitivedust.html> 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/compliance/air/asbestosinspectmap.html> .
  - 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/webfile/formsdiv/44593.pdf> 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.indygov.org/eGov/City/DPW/About/OES/home.html> 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/permits/guide/waste/asbestosremoval.html> 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/permits/air/index.html> , 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/permits/guide/air/ozonedepletingchems.html>, or contact the Environmental Protection Agency Stratospheric Protection Division at <http://www.epa.gov/spdpublic/desc.html> 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/webfile/formsdiv/49785.pdf> 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 permit<sup>1</sup> with the IDEM Office of Water Quality at <http://www.in.gov/icpr/webfile/formsdiv/47487.pdf> 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.in.gov/idem/programs/water/401/> 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.in.gov/idem/permits/guide/water/dredgingpermits.html> 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.in.gov/idem/permits/water/drinkingwater/index.html> 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,<sup>2</sup> 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.in.gov/idem/permits/land/forms/index.html> 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/webfile/formsdiv/51912.pdf> or (317) 232-8732.
- ❑ If the business will construct, excavate, or fill a floodway, file for a floodway (flood plain) construction permit at <http://www.in.gov/icpr/webfile/formsdiv/42946.pdf>.

### *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/permits/guide/waste/wwdisposal.html> 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/permits/guide/water/stormwaterindustrial.html> 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/permits/guide/water/industrialdischarge.html> 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/permits/water/wastewater/municipal/index.html> or (317) 232-8603/(800) 451-6027.

### *Applications for Solid<sup>3</sup> & 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/permits/guide/waste/swhandlinganddisposing.html>, 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/permits/guide/waste/generating.html>, 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/permits/guide/waste/ust.html> 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/permits/guide/waste/landapplication.html> 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/permits/guide/waste/wastetires.html> 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 at <http://www.in.gov/idem/permits/guide/waste/constructiondemolition.html> or by contacting the IDEM Yard Waste 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.

<sup>1</sup> Agricultural 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.

<sup>2</sup> Confined 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.

<sup>3</sup> The 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<sup>1,2</sup>

### *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/regsvcs/foodprot/wholesale/related\\_webs.htm](http://www.in.gov/isdh/regsvcs/foodprot/wholesale/related_webs.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/regsvcs/foodprot/wholesale/stwhofoo.htm#registration> 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.state.in.us/isdh/regsvcs/foodprot/foodhandler/certificationrule.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.cfsan.fda.gov/~dms/sbel.html>.
- Establish processing and production controls for handling raw product according to 410 Indiana Code 7-21. See <http://www.in.gov/isdh/regsvcs/foodprot/wholesale/iac721/section44.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/regsvcs/foodprot/wholesale/iac721/section47.htm> or by contacting ISDH at (317) 233-7360.
- Ensure the business complies with Good Manufacturing Practices, which can be identified at <http://www.in.gov/isdh/regsvcs/foodprot/wholesale/stwhofoo.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/regsvcs/saneng/plan\\_review/plan\\_review.htm](http://www.in.gov/isdh/regsvcs/saneng/plan_review/plan_review.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.uc-council.org/ean\\_ucc\\_system/membership/need\\_upc.htm](http://www.uc-council.org/ean_ucc_system/membership/need_upc.htm) or (937) 435-3870.

<sup>1</sup>A 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.

<sup>2</sup>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.

## Checklist Five – Businesses Involved with Food Handling – Retail Level<sup>1, 2</sup>

### *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/regsvcs/foodprot/wholesale/related\\_webs.htm](http://www.in.gov/isdh/regsvcs/foodprot/wholesale/related_webs.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 permit<sup>3</sup>. If the business will operate on state grounds, contact ISDH at <http://www.in.gov/isdh/regsvcs/foodprot/contact.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 (<http://www.in.gov/isdh/regsvcs/foodprot/retail.htm>) 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 IAC 7-20), which can be found at [http://www.in.gov/isdh/regsvcs/foodprot/food\\_laws.htm](http://www.in.gov/isdh/regsvcs/foodprot/food_laws.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/webfile/formsdiv/50004.pdf>.
- 

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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/dor/taxforms/> 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/licensing/information/livestock\\_brands.html](http://www.in.gov/boah/licensing/information/livestock_brands.html) 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/licensing/information/dairy\\_info.html](http://www.in.gov/boah/licensing/information/dairy_info.html) 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/licensing/information/import\\_permits.html](http://www.in.gov/boah/licensing/information/import_permits.html) 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/licensing/information/dealer\\_license.html](http://www.in.gov/boah/licensing/information/dealer_license.html), 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/licensing/information/processing.html>.

- ❑ 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/bandc/ibvme/> 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/licensing/information/renderers.html> 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/shipping/dogs\\_and\\_cats.html](http://www.in.gov/boah/shipping/dogs_and_cats.html)
  - Cattle, <http://www.in.gov/boah/shipping/cattle.html>
  - Equine, <http://www.in.gov/boah/shipping/equine.html>
  - Pet Birds, [http://www.in.gov/boah/shipping/pet\\_birds.html](http://www.in.gov/boah/shipping/pet_birds.html)
  - Sheep, <http://www.in.gov/boah/shipping/cattle.html>
  - Swine, <http://www.in.gov/boah/shipping/swine.html>

# 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/labor>

**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/index.htm>

**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/labor/insafe/faqs.html>

**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 S. 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/compliance/ctap/index.html>

**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/sic>

**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/labor/wagehour/>

**Veterinary Disease Control** – *animal regulations and permits*

State Board of Health  
805 Beachway Dr., 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  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Building and Planning Commission** – *zoning requirements*

(260) 724-5305  
<http://www.co.adams.in.us/>

### **Bureau of Motor Vehicles** – *business vehicle registration*

109 South 1<sup>st</sup> Street  
Decatur, IN 46733  
(260) 724-3803  
[http://www.in.gov/serv/bmv\\_branch](http://www.in.gov/serv/bmv_branch)

### **County Commissioners Office** – *tax abatement and oversight of local planning commission*

(260) 724-5314  
<http://www.co.adams.in.us/>

### **County Recorder** – *business name registration*

(260) 724-5343  
<http://www.co.adams.in.us/>

### **Tax Assessor** – *property taxes*

Room 230  
(260) 724-5301  
<http://www.co.adams.in.us/>

## **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/allencounty/Commissioners/Commissioners.htm>

### **Allen County Health Department** – *food business registration and inspection*

(260) 449-7561  
<http://www.fw-ac-deptofhealth.com/>

### **Building Department** – *building permits*

1 West Superior Street  
Fort Wayne IN 46802-1239  
(260) 449-7131  
<http://www.co.allen.in.us/allencounty/Services+and+Elected+Officials/Building+Department/Building+Department.htm>

### **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  
<http://www.allencounty.us/allencounty/Services+and+Elected+Officials/Recorder/Recorder.htm>

### **Indiana Department of Revenue** – *retail merchant certificate*

1415 Magnavox Way, Suite 100  
Fort Wayne, IN 46804  
(260) 436-5663  
<http://www.state.in.us/dor>

### **Tax Assessor** – *property taxes*

Room 104  
(260) 449-7123  
<http://www.co.allen.in.us/allencounty/Services+and+Elected+Officials/Assessor%27s+Office/Assessor%27s+Office.htm>

## **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.bartholomewco.com>

### **Bureau of Motor Vehicles** – *business vehicle registration*

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

### **Commissioner** – *tax abatement and oversight of local planning commission*

(812) 379-1515  
<http://www.bartholomewco.com>

### **County Recorder** – *business name registration*

Suite 203  
(812) 379-1520  
<http://www.bartholomewco.com>

### **Indiana Department of Revenue** – *retail merchant certificate*

3138 National Road  
Columbus, IN 47201  
(260) 436-5663  
<http://www.state.in.us/dor>

### **Internal Revenue Service** – *business taxes*

2525 California Street  
Columbus, IN 47201, IN  
(812) 471-6635  
<http://www.irs.ustreas.gov/localcontacts/article/0,,id=98274,00.html>

### **Tax Assessor** – *property taxes*

(812) 379-1505  
<http://www.bartholomewco.com>

## **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) 884-1687

<http://www.in-map.net/counties/BENTON/government/commissioners.html>

### **Benton County Health Department** – *food business registration and inspection*

Suite 12

(765) 884-1728

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Building Commission** – *building permits and inspections*

Suite 12

(765) 884-1728

<http://www.in-map.net/counties/BENTON/government/building.html>

### **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*

(765) 884-1630

<http://www.in-map.net/counties/BENTON/government/recorder.html>

### **Tax Assessor** – *property taxes*

Suite 23

(765) 884-1205

<http://www.in-map.net/counties/BENTON/government/assessor.html>

## **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.blackfordcounty.com/>

### **Blackford County Commissioners' Office** – *tax abatement and oversight of local planning commission*

(765) 348-7230

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

### **Blackford County Health Department** – *food business registration and inspection*

506 East Van Cleve Street

Hartford City, IN 47348

(765) 348-4317

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

[http://www.blackfordcounty.com](http://www.blackfordcounty.com/)

### **Tax Assessor** – *property taxes*

(765) 348-1707

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

## **Boone County**

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

116 Washington Street  
Lebanon, IN 46052

### **Area Plan Commission Office** – zoning requirements

(765) 482-3821

<http://www.bccn.boone.in.us/apc/index.htm>

### **Board of Commissioners** – tax abatement and oversight of local planning commission

(765) 483-4492

[http://www.bccn.boone.in.us/bccn/Local\\_Government\\_Law.html](http://www.bccn.boone.in.us/bccn/Local_Government_Law.html)

### **Boone County Health Department** – food business registration and inspection

Room B201

(765) 482-3942

<http://www.bccn.boone.in.us/health/index.html>

### **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

[http://www.bccn.boone.in.us/bccn/Local\\_Government\\_Law.html](http://www.bccn.boone.in.us/bccn/Local_Government_Law.html)

### **Tax Assessor** – property taxes

115 Courthouse Square

Lebanon, IN 46052

(765) 482-0140

[http://www.bccn.boone.in.us/bccn/Local\\_Government\\_Law.html](http://www.bccn.boone.in.us/bccn/Local_Government_Law.html)

## **Brown County**

### **Brown County Health Department** – *food business registration and inspection*

County Office Building

Nashville, IN 47448

(812) 988-2255

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Brown County Planning Commission** – *building permits*

201 Locust Lane

Nashville, IN

(812) 988-5490

### **Brown County Recorder** – *business name registration*

120 North Locust Lane

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

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*

(219) 564-3420

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Planning Commission** – *zoning requirements*

(765) 564-4468

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

### **Recorder's Office** – *business name registration*

(765) 564-2124

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

### **Tax Assessor** – *property taxes*

(765) 564-3444

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

## **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

### **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*

1201 Michigan Avenue, Suite 230  
Logansport, IN 46947  
(574) 753-7760

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

<http://www.in-map.net/counties/CASS/recorder>

### **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

### **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) 285-6287  
<http://www.co.clark.in.us/plancommission.html>

### **Clark County Health Department** – *food business registration and inspection*

1320 Duncan Avenue  
Jeffersonville, IN 47130  
(812) 284-6609  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **County Commissioners** – *tax abatement and oversight of local planning commission*

Room 306  
812-285-6275  
<http://www.co.clark.in.us/commissioners.html>

### **County Recorder** – *business name registration*

Room 105  
(812) 285-6235  
<http://www.in-map.net/counties/CLARK/recorder/>

### **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.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

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

609 East National Avenue  
1<sup>st</sup> Floor  
Brazil, IN 47834  
(812) 448-9008  
<http://www.claycountyin.org/index.htm>

### **County Recorder** – *business name registration*

609 East National Avenue  
1<sup>st</sup> Floor, Room 111  
Brazil, IN 47834  
(812) 448-9005  
<http://www.claycountyin.org/index.htm>

### **Planning Administrator** – *zoning requirements*

203 East National Avenue  
1<sup>st</sup> Floor  
Brazil, IN 47837  
(812) 446-0050  
<http://www.claycountyin.org/index.htm>

### **Tax Assessor** – *property taxes*

609 East National Avenue  
1<sup>st</sup> Floor, Room 118  
Brazil, IN 47834  
(812) 448-9013  
<http://www.claycountyin.org/index.htm>

## Clinton County

### **Area Planning Commission** – *zoning requirements*

Courthouse  
270 Courthouse Square  
Frankfort, IN 46041  
(765) 659-6302

### **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*

211 N. Jackson St.  
Frankfort, IN 46041  
(765) 659-6385  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **County Recorder** – *business name registration*

270 Courthouse Square, 2<sup>nd</sup> Floor  
Frankfort, IN 46041  
(765) 659-6320

### **Tax Assessor** – *property taxes*

270 Courthouse Square, 4<sup>th</sup> 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

### **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*

306 Oakhill Circle  
English, IN 47118  
(812) 338-2302  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **County Commissioners** – *tax abatement and oversight of local planning commission*

(800) 548-3275  
<http://cccn.net>

### **County Recorder** – *business name registration*

(800) 548-5375  
<http://cccn.net>

### **Planning Administrator** – *zoning requirements*

(812) 548-3275  
<http://cccn.net>

### **Tax Assessor** – *property taxes*

(800) 548-3275  
<http://cccn.net>

## **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

### **Daviess County Health Department** – *food business registration and inspection*

303 East Hefron Street

Washington, IN 47501

(812) 254-8666

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **County Recorder** – *business name registration*

PO Box 793

200 East Walnut

Washington, IN 47501

(812) 254-8675

<http://www.in-map.net/counties/DAVIESS/recorder/>

### **Tax Assessor** – *property taxes*

200 East Walnut

Washington, IN 47501

(812) 254-8660

<http://www.in-map.net/counties/DAVIESS/>

## Dearborn County

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

Administration Building  
215 West High Street  
Lawrenceburg, IN 47025

### **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  
<http://www.dearborncounty.org/govern2.html>

### **County Recorder** – *business name registration*

Room B  
(812) 537-8837  
<http://www.dearborncounty.org/govern2.html>

### **Dearborn County Health Department** – *food business registration and inspection*

(812) 537-8826  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Department of Planning and Zoning** – *zoning requirements*

(812) 537-8821  
<http://www.dearborncounty.org/planning/index.htm>

### **Tax Assessor** – *property taxes*

(812) 537-8836  
<http://www.dearborncounty.org/govern2.html>



## **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

### **Decatur County Recorder** – *business name registration*

150 Courthouse Square,  
Decatur, IN 47240  
(812) 663-4681

### **Decatur County Health Department** – *food business registration and inspection*

801 North Lincoln Street  
Greensburg, IN 47240  
(812) 663-8301  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

### **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

[http://www.dekalbnet.org/County\\_Departments/recorder.htm](http://www.dekalbnet.org/County_Departments/recorder.htm)

### **Dekalb County Health Department** – *food business registration and inspection*

215 East 9<sup>th</sup> Street, Suite 201  
Auburn, IN 46706

(260) 925-2220

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Plan Commission and Board of Zoning Appeals** – *zoning requirements*

301 South Union Street  
Auburn, Indiana 46706

(260) 925-1923

[http://www.dekalbnet.org/County\\_Departments/plandept.htm](http://www.dekalbnet.org/County_Departments/plandept.htm)

### **Tax Assessor** – *property taxes*

(260) 925-1824

[http://www.dekalbnet.org/County\\_Departments/assessorsoffice.htm](http://www.dekalbnet.org/County_Departments/assessorsoffice.htm)

## **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

### **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  
<http://www.co.delaware.in.us/>

### **Delaware County Health Department** – *food business registration and inspection*

Room 207  
(765) 747-7721  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Delaware-Muncie Plan Commission** – *zoning requirements*

Room 206  
(765) 747-7740  
<http://www.co.delaware.in.us/>

### **Tax Assessor** – *property taxes*

Room 101  
(765) 747-7715  
<http://www.co.delaware.in.us/>

## 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

### **Dubois County Health Department** – *food business registration and inspection*

1187 South St. Charles Street

Jasper, IN 47546

(812) 481-7050

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Elkhart County Building Department** – *zoning requirements*

4230 Elkhart Road  
Goshen, IN  
(219) 875-3346  
<http://www.elkhartcountyindiana.com/>

### **Elkhart Planning and Development Department** – *zoning requirements*

229 South 2nd Street  
Elkhart, IN  
(219) 294-5471

### **Tax Assessor** – *property taxes*

County Administration Building  
117 N. 2nd Street  
Goshen, IN 46527  
(219) 535-6702  
<http://www.elkhartcountyindiana.com/>

## **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 30<sup>th</sup> Street  
Connersville, IN 47331  
(765) 825-2261

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

### **County Recorder** – *business name registration*

(765) 825-3051

<http://www.co.fayette.in.us/recorder.htm>

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

(765) 825-8987

<http://www.co.fayette.in.us/cocomm.htm>

### **Fayette County Health Department** – *food business registration and inspection*

111 West 4<sup>th</sup> Street  
Connersville, IN 47331  
(765) 825-4013

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

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

1917 Bono Road

New Albany, IN 47150

(812) 948-4726

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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 E. State St., Suite B  
Veedersburg, IN 47987  
(765) 294-2129

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

### **County Recorder** – *business name registration*

(765) 793-2431

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

(765) 793-5012

<http://www.in-map.net/counties/FOUNTAIN/commissioners/>

### **Fountain County Health Department** – *food business registration and inspection*

208 S. Perry St.  
Attica, IN 47918  
(765) 762-3035

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

(765) 793-3481



## **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

### **Franklin County Health Department** – *food business registration and inspection*

459 Main Street

Brookville, IN 47012

(765) 647-4322

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

459 Main Street

Brookville, IN 47012

(765) 647-4921

## **Fulton County**

### **Building Inspector** – *building codes*

PO Box 110  
Rochester, IN  
(219) 223-7409

### **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  
(219) 223-6956

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

125 E. 9th Street  
Rochester, IN  
(219) 223-3869

### **Fulton County Health Department** – *food business registration and inspection*

125 East 9<sup>th</sup> Street  
Rochester, IN 46975  
(574) 223-2881  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

815 Main Street  
Rochester, IN 46975  
(219) 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

Princeton, IN 47670

(812) 385-3332

### **Gibson County Health Department** – *food business registration and inspection*

800 South Prince Street

Princeton, IN 47670

(812) 385-3831

<http://www.gibsoncountyhealth.com/index.htm>

### **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

### **Area Planning Commission** – *zoning requirements*

Room 432

<http://areaplan.grant.in.uinquire.us/>

### **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*

<http://commissioners.grant.in.uinquire.us/>

### **County Recorder** – *business name registration*

<http://recorder.grant.in.uinquire.us/>

### **Grant County Health Department** – *food business registration and inspection*

<http://health.grant.in.uinquire.us/>

### **Tax Assessor** – *property taxes*

Room 528

<http://assessor.grant.in.uinquire.us/>

## **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

### **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 10<sup>th</sup> 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

### **County Recorder** – *business name registration*

Suite 309

### **Hamilton County Health Department** – *food business registration and inspection*

Suite 30  
(317) 776-8500  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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://www.hancockcoingov.org/building\\_and\\_planning/](http://www.hancockcoingov.org/building_and_planning/)

### **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

<http://www.hancockcoingov.org/commissioners/>

### **County Recorder** – business name registration

(317) 477-1142

<http://www.hancockcoingov.org/recorder/>

### **Hancock County Health Department** – food business registration and inspection

111 American Legion Place, Room #150  
Greenfield, IN 46140

(317) 477-1125

[http://www.hancockcoingov.org/health\\_department/](http://www.hancockcoingov.org/health_department/)

### **Tax Assessor** – property taxes

(317) 477-1102

<http://www.hancockcoingov.org/assessor/taxes>

## **Harrison County**

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

300 North Capital Avenue  
Corydon, IN 47112

### **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

<http://www.in-map.net/counties/HARRISON/commissioners.html>

### **County Recorder** – *business name registration*

Room 204  
(812) 738-3788

<http://www.in-map.net/counties/HARRISON/recorder.html>

### **Harrison County Advisory Planning Commission** – *zoning requirements*

124 South Mulberry Street  
Corydon, IN 47112  
(812) 738-8927

<http://www.netpointe.com/users/harrison/planman/>

### **Harrison County Health Department** – *food business registration and inspection*

245 Atwood Street, North Wing  
Corydon, IN 47112  
(812) 738-3237

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

### **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

### **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

<http://www.co.hendricks.in.us/indexer/commissioner/commissioner-home.asp>

### **County Recorder** – *business name registration*

(317) 745-9224

<http://www.co.hendricks.in.us/indexer/Recorder/recorder-home.asp>

### **Hendricks County Health Department** – *food business registration and inspection*

355 South Washington Street, Suite 210

Danville, IN 46122

(317) 745-9217

<http://www.co.hendricks.in.us/health/index.htm>

### **Hendricks County Planning & Building** – *zoning requirements*

Room 212

(317) 745-9254

<http://www.co.hendricks.in.us/pabweb/Blue/home.htm>

### **Tax Assessor** – *property taxes*

(317) 745-9207

<http://www.co.hendricks.in.us/indexer/Assessor/Assessor-home.asp>

## Henry County

### **Building Department** – *zoning requirements*

210 South 12th Street

New Castle, IN 47362

(765) 521-7074

<http://areaplan.henry.in.uinquire.us/>

### **Bureau of Motor Vehicles** – *business vehicle registration*

3015 South 14<sup>th</sup> 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 S Main Street

New Castle, IN 47362

(765) 529-4705

<http://commissioners.henry.in.uinquire.us/>

### **County Recorder** – *business name registration*

216 South 12th Street

New Castle, IN

(765) 529-4304

<http://recorder.henry.in.uinquire.us/>

### **Henry County Health Department** – *food business registration and inspection*

1201 Race Street, Suite 208

New Castle, IN 47362

(765) 521-7059

<http://health.henry.in.uinquire.us/>

### **Tax Assessor** – *property taxes*

101 South Main Street

New Castle, IN

(765) 529-2104

<http://assessor.henry.in.uinquire.us/>

## 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

<http://co.howard.in.us/comm/index.htm>

### **County Recorder** – *business name registration*

230 North Main Street, Room 330

Kokomo, IN 46901

(765) 456-2210

<http://co.howard.in.us/Recorder/index.htm>

### **Howard County Health Department** – *food business registration and inspection*

120 East Mulberry Street, Suite 206

Kokomo, IN 26901

(765) 456-2402

<http://co.howard.in.us/health/>

### **Tax Assessor** – *property taxes*

236 N Main Street, Room 336

Kokomo, IN 46901

(765) 456-2211

<http://co.howard.in.us/County%20Assessor/index.htm>

## **Huntington County**

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

Courthouse  
201 North Jefferson Street  
Huntington, IN 46750

### **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  
(260) 358-4848  
<http://www.huntington.in.us/county/recorder/>

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

Room 103  
(260) 358-4822  
<http://www.huntington.in.us/county/commissioners/>

### **Huntington County Health Department** – *food business registration and inspection*

354 North Jefferson Street, Suite 201  
Huntington, IN 46750  
(260) 358-4831  
<http://www.huntington.in.us/county/health/>

### **Tax Assessor** – *property taxes*

Room 102  
(260) 358-4801  
<http://www.huntington.in.us/county/assessor/>

## **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

### **Jackson County Health Department** – *food business registration and inspection*

801 W. 2<sup>nd</sup> Street  
Seymour, IN 47274  
(812) 522-6474  
<http://jchdofindiana.tripod.com/>

### **Seymour Department of Planning and Zoning** – *zoning requirements*

309 North Chestnut Street  
Seymour, IN  
(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) 3866-4923

### **Jasper County Health Department** – *food business registration and inspection*

105 West Kellner Street  
Rensselaer, IN 47978  
(219) 866-4917  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

115 West Washington Street, Suite 104  
Rensselaer, IN 47978  
(219) 866-4915

## 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 West Main Street, Number Two  
Portland, IN 47371  
(219) 726-4572

### **Jay County Health Department** – *food business registration and inspection*

504 West Arch Street  
Portland, IN 47371  
(260) 726-8080  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

120 West Main Street  
Portland, IN 47371  
(219) 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, Suite 104  
Madison, IN 47250  
(812) 265-8903

### **Jefferson County Health Department** – *food business registration and inspection*

715 Green Road  
Madison, IN 47250  
(812) 273-1942  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **County Commissioners** – *tax abatement and oversight of local planning commission*

County Courthouse  
Madison, IN 47250  
(812) 265-8944  
[http://madisonindiana.org/govern.html#jefferson\\_county](http://madisonindiana.org/govern.html#jefferson_county)

### **Tax Assessor** – *property taxes*

County Courthouse  
Madison, IN 47250  
(812) 265-8906  
[http://madisonindiana.org/govern.html#jefferson\\_county](http://madisonindiana.org/govern.html#jefferson_county)



## 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

### **Jennings County Health Department** – *food business registration and inspection*

200 East Brown Street  
North Vernon, IN 47282  
(812) 352-3024  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

### **Board of Commissioners** – *tax abatement and oversight of local planning commission*

(317) 736-3700

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

### **Bureau of Motor Vehicles** – *business vehicle registration*

1053 W. Jefferson Street, #D

Franklin, IN 46131

(317) 736-7332

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

### **County Recorder** – *business name registration*

(317) 736-3718

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

### **Johnson County Health Department** – *food business registration and inspection*

(317) 736-3770

<http://www.co.johnson.in.us/civil/health.html>

### **Planning & Zoning** – *zoning requirements*

(317) 736-3723

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

### **Tax Assessor** – *property taxes*

(317) 736-3030

## **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*

Courthouse  
Vincennes, IN 47591  
(812) 885-2508

### **Knox County Health Department** – *food business registration and inspection*

520 South 7<sup>th</sup> Street  
Vincennes, IN 47591  
(812) 882-8080  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

### **Bureau of Motor Vehicles** – *business vehicle registration*

South Lake Street  
Warsaw, IN 46580  
(574) 267-8881  
<http://www.in.gov/bmv/>

### **County Area Planning** – *zoning requirements*

Room 303  
(574) 372-2304  
[http://www.kcgov.com/o\\_index.asp?hdnSelectedID=1](http://www.kcgov.com/o_index.asp?hdnSelectedID=1)

### **County Commissioners** – *tax abatement and oversight of local planning commission*

(574) 372-2433  
[http://www.kcgov.com/o\\_index.asp?hdnSelectedID=104](http://www.kcgov.com/o_index.asp?hdnSelectedID=104)

### **County Recorder** – *business name registration*

(574) 372-2360  
[http://www.kcgov.com/o\\_index.asp?hdnSelectedID=55](http://www.kcgov.com/o_index.asp?hdnSelectedID=55)

### **Kosciusko County Health Department** – *food business registration and inspection*

3<sup>rd</sup> Floor  
(574) 372-2349  
[http://www.kcgov.com/o\\_index.asp?hdnSelectedID=66](http://www.kcgov.com/o_index.asp?hdnSelectedID=66)

### **Tax Assessor** – *property taxes*

(574) 372-2311  
[http://www.kcgov.com/o\\_index.asp?hdnSelectedID=58](http://www.kcgov.com/o_index.asp?hdnSelectedID=58)

## **LaGrange County**

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

County Office Building  
114 West Michigan  
LaGrange, IN 46761

### **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  
LaGrange, IN 46761  
(260) 499-6320

### **LaGrange County Health Department** – *food business registration and inspection*

114 West Michigan Street, Suite 9  
La Grange, IN 46761

(260) 499-6342

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Plan Commission** – *zoning requirements*

(260) 499-6347

### **Tax Assessor** – *property taxes*

(260) 499-6318

## 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 E Joliet Street  
Crown Point, IN 46307  
(219) 663-0712

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

### **County Recorder** – *business name registration*

(219) 755-3730

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

### **Lake County Health Department** – *food business registration and inspection*

2293 North Main Street  
Crown Point, IN 46307  
(219) 755-3655

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Plan Commission** – *zoning requirements*

Suite 11  
(219) 755-3700

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

### **Tax Assessor** – *property taxes*

(219) 755-3100

<http://www.lakecountyin.org/portal/media-type/html/group/assessor/page/default;jsessionid=C8EC1987E6D349DE268B354561B7876F>

## **LaPorte County**

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

LaPorte County Courthouse  
813 Lincolnway  
LaPorte, IN 46350  
(219) 326-6808

**Board of Commissioners** – *tax abatement and oversight of local planning commission*  
<http://laportecounty.org>

**Bureau of Motor Vehicles** – *business vehicle registration*  
1505 Lincolnway, Suite B  
LaPorte, IN 46350  
(219) 362-3451  
<http://www.in.gov/bmv/>

**County Recorder** – *business name registration*  
(219) 326-6808  
<http://laportecounty.org>

**LaPorte County Health Department** – *food business registration and inspection*  
809 State Street, Suite 401A  
LaPorte, IN 46350  
(219) 326-6808  
<http://laportecounty.org>

**Tax Assessor** – *property taxes*  
(219) 326-6808  
<http://laportecounty.org>

## 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  
<http://www.bedfordonline.com/government/lawrence/index.htm#County%20Commissioners>

### **County Recorder** – *business name registration*

Lawrence County Courthouse  
(812) 275-3245  
<http://www.bedfordonline.com/government/lawrence/index.htm#Recorder>

### **Lawrence County Health Department** – *food business registration and inspection*

2419 Mitchell Road  
Bedford, IN 47421  
(812) 275-3234  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

Lawrence County Courthouse  
Bedford, IN  
812-275-5405  
<http://www.bedfordonline.com/government/lawrence/index.htm#Assessor>



## **Madison County**

### **Bureau of Motor Vehicles** – *business vehicle registration*

10 East 5<sup>th</sup> Street, Suite 2

Anderson, IN 46016

(765) 649-9234

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

### **County Recorder** – *business name registration*

County Government Center

16 East 9<sup>th</sup> Street

Anderson, IN

(765) 641-9613

### **Madison County Health Department** – *food business registration and inspection*

206 East 9<sup>th</sup> Street

Anderson, IN 46016

(765) 641-9523

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

16 East 9<sup>th</sup> Street

Anderson, IN

(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*

5155 South Meridian Street  
Indianapolis, IN 46227  
(317) 786-9342  
<http://www.in.gov/bmv/>

### **County Commissioners** – *tax abatement and oversight of local planning commission*

Room 801  
(317) 327-4040  
<http://www.indygov.org/eGov/County/Comm/home.htm>

### **County Recorder** – *business name registration*

Suite 721  
(317) 327-4020  
<http://www6.indygov.org/recorder/>

### **Marion County Health Department** – *food business registration and inspection*

3838 North Rural Street  
Indianapolis, IN 46205  
(317) 221-2000  
<http://www.mchd.com/>

### **Tax Assessor** – *property taxes*

(317) 327-4907  
<http://www.indygov.org/eGov/County/Assessors/County/home.htm>

## **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

### **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*

<http://www.co.marshall.in.us/Commissioners/Commissioners.htm>

### **County Recorder** – *business name registration*

Room 201  
(574) 935-8515  
<http://www.in-map.net/counties/MARSHALL/recorder/>

### **Marshall County Health Department** – *food business registration and inspection*

Suite 103  
(574) 935-8565  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Plan Commission** – *zoning requirements*

(574) 935-8540  
<http://www.co.marshall.in.us/Plan/Plan%20Meetings.htm>

### **Tax Assessor** – *property taxes*

Room 207  
(574) 935-8525  
<http://www.co.marshall.in.us/Assessor.htm>

## **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*

Shoals, IN 47581  
(812) 247-2420

### **Martin County Health Department** – *food business registration and inspection*

P.O. Box 368  
Corner of 2<sup>nd</sup> & Main Street  
Shoals, IN 47581  
(812) 247-3303  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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 597

Peru, IN 46970

(765) 473-3901

### **Miami County Health Department** – *food business registration and inspection*

Courthouse, Room 100

Peru, IN 46970

(765) 472-3901

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

Courthouse

Peru, IN 46970

(765) 472-3901

## **Monroe County**

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

County Courthouse  
100 W. 5<sup>th</sup> Street  
Bloomington, IN 47404

### **Building Department** – *building permits*

Room 310  
(812) 349-2580  
<http://www.co.monroe.in.us/building/index.htm>

### **Bureau of Motor Vehicles** – *business vehicle registration*

1612 S 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*

Room 322  
812-349-2550  
<http://www.co.monroe.in.us/commissioners/index.htm>

### **County Recorder** – *business name registration*

Room 122  
(812) 349-2520  
<http://www.co.monroe.in.us/recorder/index.htm>

### **Monroe County Health Department** – *food business registration and inspection*

199 West 7<sup>th</sup> Street  
Bloomington, IN 47404  
(812) 349-2543  
<http://www.co.monroe.in.us/health/>

### **Tax Assessor** – *property taxes*

Room 104  
(812) 349-2502  
<http://www.co.monroe.in.us/countyassessor/index.htm>

## 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 E. Main Street, # 104  
Crawfordsville, IN 47933  
(765) 364-6415

### **Montgomery County Health Department** – *food business registration and inspection*

110 W South Blvd, Suite D  
Crawfordsville, IN 47933  
(765) 364-6440  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

100 East Main Street  
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

### **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

<http://scican3.scican.net/government/commissi.html>

### **County Recorder** – *business name registration*

Suite 125  
(765) 342-1077

<http://scican3.scican.net/government/recorder.html>

### **Morgan County Health Department** – *food business registration and inspection*

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

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

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

<http://scican3.scican.net/government/assessor.html>



## 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  
Bloomington, IN 47402  
(812) 349-2520  
Located between College and Walnut Streets

### **Newton County Health Department** – *food business registration and inspection*

4117 South 240 West, Suite 500  
Morocco, IN 47963  
(219) 285-2052  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

201 North Third Street  
Kentland, IN 47951  
(219) 474-6081, ext. 101

## **Noble County**

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

County Courthouse  
101 North Orange Street  
Albion, IN 46701

**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  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

**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

Rising Sun, IN 47040

(812) 438-3369

### **Ohio County Health Department** – *food business registration and inspection*

117 Sixth Street

Rising Sun, IN 47040

(812) 438-2551

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

### **Bureau of Motor Vehicles** – *business vehicle registration*

115 South West Second Street  
Paoli, IN 47454  
(812) 723-3124  
<http://www.in.gov/bmv/>

### **County Commissioners** – *tax abatement and oversight of local planning commission*

(812) 723-3600

### **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  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

205 East Main Street, Suite 7  
Paoli, IN 47454  
(812) 723-7104

## 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

### **Owen County Health Department** – *food business registration and inspection*

Courthouse

60 South Main Street, 1<sup>st</sup> floor

Spencer, IN 47460

(812) 829-5017

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

60 South Main Street

Spencer, IN 47460

(812) 829-5018

## **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, # 102

Rockville, IN 47872

(765) 569-3419

### **Parke County Health Department** – *food business registration and inspection*

116 West High Street, Room 10

Rockville, IN 47872

(765) 569-6665

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

116 West High Street, # 103

Rockville, IN

(765) 569-3490

## **Perry County**

### **Building and Zoning** – *zoning requirements*

700 Main Street  
Tell City, IN 47586  
(812) 547-7490

### **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*

8<sup>th</sup> Street Courthouse Annex  
Cannelton, IN 47520  
(812) 547-2746  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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 N. Nichols Avenue  
Petersburg, IN 47567  
(812) 354-6563  
<http://www.in.gov/bmv/>

### **County Recorder** – *business name registration*

(812) 354-6747

### **Pike County Health Department** – *food business registration and inspection*

(812) 354-8797  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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) 465-3333

### **Bureau of Motor Vehicles** – *business vehicle registration*

1361 Morthland Drive, Suite G&H

Valparaiso, IN 46385

(219) 462-4814

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

### **County Recorder** – *business name registration*

Suite 210

(219) 465-3465

### **Plan Commission** – *zoning requirements*

Suite 304

(219) 465-3540

<http://www.porterco.org/?1100/1/43>

### **Porter County Health Department** – *food business registration and inspection*

Room 104

(219) 465-3525

<http://www.porterco.org/?1100/1/32>

### **Tax Assessor** – *property taxes*

Suite 211

(219) 465-3460

<http://www.porterco.org/?1100/1/13>

## Posey County

### **Bureau of Motor Vehicles** – *business vehicle registration*

231 N St. Francis Avenue

Poseyville, IN 47633

(812) 874-3115

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

### **County Recorder** – *business name registration*

Court House

126 East Third Street

Mount Vernon, IN 47620

(812) 838-1314

### **Posey County Health Department** – *food business registration and inspection*

126 East Third Street, Room 20

Mount Vernon, IN 47620

(812) 838-8561

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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 N Sally Drive  
Winamac, IN 46996  
(574) 946-3044  
<http://www.in.gov/bmv/>

### **County Recorder** – *business name registration*

Courthouse  
112 East Main Street  
Winamac, IN 46996  
(574) 946-3844

### **Pulaski County Health Department** – *food business registration and inspection*

125 South Riverside Drive, Suite 205  
Winamac, IN 46996  
(574) 946-6080  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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  
Greencastle, IN 46135  
(765) 653-5613

### **Putnam County Health Department** – *food business registration and inspection*

209 West Liberty Street  
Greencastle, IN 46135  
(765) 653-5210  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

1 West Washington  
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

### **County Recorder** – *business name registration*

Room 101  
(765) 584-7300

### **Randolph County Health Department** – *food business registration and inspection*

211 South Main Street  
Winchester, IN 47394  
(765) 584-1155  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Randolph County Area Planning** – *zoning requirements*

325 S. Oak, Suite 204  
Winchester, IN 47394  
(765) 584-8610

### **Tax Assessor** – *property taxes*

Room 106  
(765) 584-2427

## Ripley County

### **Bureau of Motor Vehicles** – *business vehicle registration*

1132 Tekulve, Suite 3  
Batesville, IN 47006  
(812) 934-3247  
<http://www.in.gov/bmv/>

### **County Recorder** – *business name registration*

115 N. Main St., Room103  
Versailles, IN  
(812) 689-5808  
<http://www.ripleycounty.com/recorder/>

### **Ripley Area Planning** – *zoning requirements*

102 West First North Street, Room 109  
Versailles, IN 47042  
(812) 689-6062  
<http://www.ripleycounty.com/areaplanning/>

### **Ripley County Health Department** – *food business registration and inspection*

102 West First Street, Suite 106  
Versailles, IN 47042  
(812) 689-5751  
<http://www.ripley-co-in-health.org/>

### **Tax Assessor** – *property taxes*

115 North Main Street  
Versailles, IN 47042  
(812) 689-5656  
<http://www.ripleycounty.com/assessor/>

## **Rush County**

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

Courthouse  
Main Street  
Rushville, IN 46173

**Area Plan Director** – *zoning requirements*  
(765) 932-3090

**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*  
(765) 932-2388

**Rush County Health Department** – *food business registration and inspection*  
Room 5  
(765) 932-3103  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

**Tax Assessor** – *property taxes*  
(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

**Area Plan Commission** – *zoning requirements*  
(574) 235-9571

**Bureau of Motor Vehicles** – *business vehicle registration*  
4646 W. 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*  
(574) 235-9525

**St. Joseph County Health Department** – *food business registration and inspection*  
Room 825  
(574) 235-9750  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

**Tax Assessor** – *property taxes*  
(574) 235-9523



## Scott County

### **Bureau of Motor Vehicles** – *business vehicle registration*

424 Gardner Lane  
Scottsburg, IN 47170  
(812) 752-4045  
<http://www.in.gov/bmv/>

### **County Recorder** – *business name registration*

Scottsburg, IN 47170  
(812) 752-8442

### **Scott County Health Department** – *food business registration and inspection*

1471 North Gardner Street  
Scottsburg, IN 47170  
(812) 752-8455  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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*

Court House  
25 West Polk Street  
Shelbyville, IN 46176  
(317) 392-6370  
<http://www.co.shelby.in.us/>

### **Shelby County Health Department** – *food business registration and inspection*

1600 East SR 44#B  
Shelbyville, IN 46176  
(317) 392-6470  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

### **Bureau of Motor Vehicles** – *business vehicle registration*

11 N 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  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

### **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  
<http://www.in-map.net/counties/STARKE/government/recorder.htm>

### **Planning Commission** – *zoning requirements*

(574) 772-9133  
[http://www.in-map.net/counties/STARKE/government/planning\\_commission.htm](http://www.in-map.net/counties/STARKE/government/planning_commission.htm)

### **Starke County Health Department** – *food business registration and inspection*

53 E Washington Street  
Knox, IN 46534  
(574) 772-9137  
[http://www.in-map.net/counties/STARKE/government/health\\_department.htm](http://www.in-map.net/counties/STARKE/government/health_department.htm)

### **Tax Assessor** – *property taxes*

(574) 772-9107  
<http://www.in-map.net/counties/STARKE/government/assessor.htm>

## **Steuben County**

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

317 South Wayne Street  
Angola, IN 46703

### **Bureau of Motor Vehicles** – *business vehicle registration*

1801 North Wayne Street, Suite 102  
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  
<http://www.steubencounty.com>

### **County Recorder** – *business name registration*

Suite 2F  
(260) 668-1000  
<http://www.steubencounty.com>

### **Plan Commission** – *zoning requirements*

Suite 3L  
(260) 668-1000  
<http://www.steubencounty.com>

### **Steuben County Health Department** – *food business registration and inspection*

317 South Wayne Street, Suite 3A  
Angola, IN 46703  
(260) 668-1000  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

205 South Martha Street, Suite 2G  
Angola, IN 46703  
(260) 668-1000  
<http://www.steubencounty.com>

## **Sullivan County**

### **Bureau of Motor Vehicles** – *business vehicle registration*

273 South Section Street

Sullivan, IN 47882

(812) 268-5591

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

### **County Recorder** – *business name registration*

Court House

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

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

100 Courthouse Square, 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 Recorder** – *business name registration*

Courthouse  
212 West Main Street  
Vevay, IN 47043  
(812) 427-2544

### **Switzerland County Health Department** – *food business registration and inspection*

803 East Main Street  
Vevay, IN 47043  
(812) 427-3220  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tax Assessor** – *property taxes*

212 West Main Street  
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

### **Bureau of Motor Vehicles** – *business vehicle registration*

2200 Elmwood Ave, Suite C1  
Lafayette, IN 47904  
(765) 448-3738  
<http://www.in.gov/bmv/>

### **City Engineer's Office** – *sign registration in Lafayette*

20 N. 6<sup>th</sup>  
Lafayette, IN 47901  
(765) 476-4471  
<http://www.city.lafayette.in.us>

### **County Recorder** – *business name registration*

(765) 423-9352  
<http://www.county.tippecanoe.in.us>

### **Indiana Department of Revenue** – *retail merchant certificate*

100 Executive Dr., Suite B  
Lafayette, IN 47905  
(765) 448-6626  
<http://www.state.in.us/dor/>

### **Internal Revenue Service** – *business taxes*

620 Morland Dr.  
Lafayette, IN 47905  
(800) 829-1040  
<http://www.irs.gov>

### **Tax Assessor** – *property taxes*

(765) 423-9255  
[http://www.in.gov/serv/dlgf\\_officials](http://www.in.gov/serv/dlgf_officials)

### **Tippecanoe Area Planning Commission** – *zoning requirements*

(765) 423-9242  
<http://www.county.tippecanoe.in.us>

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

(765) 423-9215  
<http://www.county.tippecanoe.in.us>

### **Tippecanoe County Health Department** – *food business registration and inspection*

(765) 423-9221  
<http://www.county.tippecanoe.in.us>



## **Tipton County**

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

101 East Jefferson  
Tipton, IN 46072

### **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) 675-4614

### **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

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **Tipton County Planning Commission** – *zoning requirements*

Room 111  
(765) 675-6063

## **Union County**

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

101 East Jefferson  
Tipton, IN 46072

### **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*

(765) 458-5434

### **Tax Assessor** – *property taxes*

(765) 458-5331

### **Union County Health Department** – *food business registration and inspection*

6 West South Street-Suite 2  
Liberty, IN 47353  
(765) 458-5393  
<http://www.uchd.com/>

## **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/>

### **Bureau of Motor Vehicles** – business vehicle registration

3834 North First Avenue  
Evansville, IN 47710  
(812) 425-8289  
<http://www.in.gov/bmv/>

### **County Commissioners** – tax abatement and oversight of local planning commission

Room 305  
(812) 435-5241  
<http://www.vanderburghgov.org/vander/commissioner/commissioners.htm>

### **County Recorder** – business name registration

P.O. Box 1037  
Evansville, IN 47706  
(812) 435-5215  
<http://www.vanderburghgov.org/vander/recorder/index.htm>

### **Tax Assessor** – property taxes

Room 227  
(812) 435-5627  
<http://www.assessor.evansville.net/>

### **Vanderburgh County Health Department** – food business registration and inspection

Oak Park Professional Bldg.  
420 Mulberry Street  
Evansville, IN 47713  
(812) 435-2400  
<http://www.vanderburghgov.org/home/index.asp?page=77>

## Vermillion County

### **Bureau of Motor Vehicles** – *business vehicle registration*

141 South Main Street

Clinton, IN 47842

(765) 832-3577

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

### **County Recorder** – *business name registration*

Courthouse Square

Newport, IN

(765) 492-5003

### **Tax Assessor** – *property taxes*

Courthouse Square

Newport, IN

(765) 492-5004

### **Vermillion County Health Department** – *food business registration and inspection*

825 South Main Street

Clinton, IN 47842

(765) 832-3622

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

## Vigo County

### **Area Planning Department** – *zoning requirements*

159 Oak Street

Terre Haute, IN 47807

(812) 462-3354

<http://www.vigocounty.org/planning/>

### **Bureau of Motor Vehicles** – *business vehicle registration*

59 Southland Shopping Center

Terre Haute, IN 47802

(812) 238-1669

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

### **County Commissioners** – *tax abatement and oversight of local planning commission*

121 Oak Street

Terre Haute, IN 47807

(812) 462-3367

<http://www.vigocounty.org/commissioners/>

### **County Recorder** – *business name registration*

199 Oak Street

Terre Haute, IN 47807

(812) 462-3301

<http://www.vigocounty.org/recorder/>

### **Department of Revenue** – *tax requirements*

30 N. 8th Street, 3rd Floor

Terre Haute, IN 47807

(812) 235-6046

<http://www.in.gov/dor/contact/district.html>

### **Tax Assessor** – *property taxes*

189 Oak Street

Terre Haute, IN 47807

(812) 462-3358

<http://www.vigocounty.org/assessor/>

### **Vigo County Health Department** – *food business registration and inspection*

147 Oak Street

Terre Haute, IN 47807

(812) 462-3428

<http://www.vigocounty.org/health/>

## **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

Wabash, IN

(219) 563-0661

### **Tax Assessor** – *property taxes*

1 West Hill Street

Wabash, IN

(219) 563-0661

### **Wabash County Health Department** – *food business registration and inspection*

89 West Hill Street

Wabash, IN 46992

(260) 563-0661

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

## **Warren County**

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

125 N. Monroe St.  
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 Recorder** – *business name registration*

Suite 10  
(765) 762-3172

### **Tax Assessor** – *property taxes*

Suite 3  
(765) 764-4528

### **Warren County Health Department** – *food business registration and inspection*

208 S. Perry St.  
Attica, IN  
(765) 762-3035  
[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

## **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  
<http://www.warrickcounty.gov/>

### **County Recorder** – *business name registration*

Warrick County Judicial Center  
Box 28, One County Square  
Boonville, IN 47601  
(812) 897-6165  
<http://www.warrickcounty.gov/>

### **Tax Assessor** – *property taxes*

Suite 280  
(812) 897-6125  
<http://www.warrickcounty.gov/>

### **Warrick County Health Department** – *food business registration and inspection*

Suite 204  
(812) 897-6105  
<http://www.warrickcounty.gov/>



## 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 Recorder** – *business name registration*

99 Public Square, Suite 105  
Salem, IN 47167  
(812) 883-4001  
<http://www.washingtoncountyindiana.com/recorder.html>

### **Tax Assessor** – *property taxes*

99 Public Square, Suite 105  
Salem, IN 47167  
(812) 883-4000  
<http://www.washingtoncountyindiana.com/assessor.html>

### **Washington County Health Department** – *food business registration and inspection*

806 Martinsburg Road, Suite 100  
Salem, IN 47167  
(812) 883-5603  
<http://www.washingtoncountyindiana.com/health.html>

## **Wayne County**

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

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

### **Bureau of Motor Vehicles** – *business vehicle registration*

600 East Main Street  
Richmond, IN 47374  
(765) 962-5936

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

### **County Commissioners** – *tax abatement and oversight of local planning commission*

(765) 973-9237

<http://www.co.wayne.in.us/commissioners/>

### **County Recorder** – *business name registration*

(765) 973-9235

<http://www.co.wayne.in.us/recorder/>

### **Planning & Zoning** – *zoning requirements*

(765) 973- 9297

[http://www.co.wayne.in.us/planning\\_permits/](http://www.co.wayne.in.us/planning_permits/)

### **Tax Assessor** – *property taxes*

(765) 973-9327

<http://www.co.wayne.in.us/assessment/>

### **Wayne County Health Department** – *food business registration and inspection*

(765) 973-9245

<http://www.co.wayne.in.us/health/>

## 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*

Court House

102 West Market Street

Bluffton, IN 46714

(260) 824-6507

### **Wells County Health Department** – *food business registration and inspection*

223 West Washington Street

Bluffton, IN 46714

(260) 824-6489

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

### **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

### **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  
(219) 583-5912

<http://www.in-map.net/counties/WHITE/government/recorder.htm>

### **Tax Assessor** – *property taxes*

Room 5  
(219) 583-7755

<http://www.in-map.net/counties/WHITE/government/assessor.htm>

### **White County Area Plan Commission** – *zoning requirements*

(219) 583-7355

[http://www.in-map.net/counties/WHITE/government/area\\_plan.htm](http://www.in-map.net/counties/WHITE/government/area_plan.htm)

### **White County Health Department** – *food business registration and inspection*

315 N Illinois Street  
Monticello, IN 47960  
(219) 583-8254

[http://www.in-map.net/counties/WHITE/government/health\\_department.htm](http://www.in-map.net/counties/WHITE/government/health_department.htm)

## **Whitley County**

### **Bureau of Motor Vehicles** – *business vehicle registration*

662 Country Side Drive, #101

Columbia City, IN 46725

(260) 244-7107

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

### **County Recorder** – *business name registration*

101 West Van Buren Street

Columbia City, IN 46725

(260) 248-3106

### **Tax Assessor** – *property taxes*

101 West Van Buren Street

Columbia City, IN 46725

(260) 248-3140

### **Whitley County Health Department** – *food business registration and inspection*

220 W VanBuren Street, Suite 111

Columbia City, IN 46725

(260) 248-3121

[http://www.in.gov/isdh/links/local\\_dep/](http://www.in.gov/isdh/links/local_dep/)

# 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 Buyer's and Warehouse Licensing Agency  
101 W. Ohio Street, Suite 1200  
Indianapolis, IN 46204  
(317) 232-1356  
<http://www.in.gov/igbwla>

**Auctioneers**

Indiana Auctioneer Commission  
402 W. Washington Street, Room W072  
Indianapolis, IN 46204  
(317) 234-3040

**Bartenders and Servers**

Alcohol and Tobacco Commission  
302 West Washington Street, Room E114  
Indianapolis, IN 46204  
(317) 232-2430  
<http://www.in.gov/atc/index.html>

**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 Drivers License**

Bureau of Motor Vehicles  
100 North Senate Avenue, Room N406  
Indianapolis, IN 46204  
(317) 232-7295  
<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 Buyer's & Warehouse Licensing Agency  
101 W. Ohio Street, Suite 1200  
Indianapolis, IN 46204  
(317) 232-1356  
<http://www.in.gov/igbwla>

**Federal Handgun Permit**

Alcohol, Tobacco, & Firearms Commission Compliance Office  
801B West 8<sup>th</sup> Street, Suite 301  
Cincinnati, OH 45203  
(513) 684-3351  
<http://www.atf.treas.gov/firearms/legal/licensing.htm>

**Franchisors, Securities Dealers, and Issuants**

Secretary of State, Securities Division  
302 West Washington Street, Rom 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) 232-3022  
<http://www.in.gov/pla/bandc/surveyors/>

**Pesticide Applicator Certification and Licensing**

Indiana State Chemist's Office  
175 S. 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/bandc/estate/>

**Timber Buyers**

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

**Veterinary Disease Control**

State Board of Animal Health  
805 Beachway Drive, Suite 50  
Indianapolis, IN 46224  
(317) 227-0300  
<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/permits/guide/>
- 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/corps/guide.html>
- 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/regsvcs/foodprot/wholesale/stwhofoo.htm>
- Indiana State Information Center Website – Business Owner's Guide to State Government.  
<http://www.in.gov/> Jan 2204
- 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." 2001.  
[www.inventpa.com/docs/Document/application/pdf/1374c085-51a9-4821-b221-941204f69e21/entrepreneur.pdf](http://www.inventpa.com/docs/Document/application/pdf/1374c085-51a9-4821-b221-941204f69e21/entrepreneur.pdf)
- U.S. Patent and Trademark Office Website. <http://www.uspto.gov/>