



START ➤
a business

Business Licensing & Permitting Guide
Evansville / Vanderburgh County, Indiana



www.GrowthAllianceEvv.com



The **Growth Alliance for Greater Evansville** provides support for strategic programs that enhance the overall economic vitality of this area. We are currently working on a variety of projects that we hope will bring a significant number of new jobs and new revenue dollars to the City of Evansville and Vanderburgh County.

New Business Attraction

The Growth Alliance offers free, comprehensive assistance to site selection consultants and corporate location professionals seeking site locations in Evansville-Vanderburgh County, IN. Economic Development professionals at the Growth Alliance work as liaisons between companies and government officials, education providers and private sector resources. All services are free of charge and information is kept strictly confidential.

Business Retention & Expansion

The Growth Alliance understands the importance of having a successful existing business. Our Economic Development team provides services free of charge to local businesses that need assistance with expanding or maintaining their current business. Services can be provided in support of: business expansions, facility relocations, building and site searches, identification of incentives, tax-phase in assistance, etc.

Business Incubation

Innovation Pointe is a high-tech business incubator managed by the Growth Alliance for Greater Evansville. Located in the heart of Downtown Evansville, Innovation Pointe assists in the creation and growth of new businesses in the Evansville area to increase the overall wealth of our city and people. Tenants at Innovation Pointe have access to countless amenities at little or no cost.

Innovation & Entrepreneurship

The Growth Alliance mentors and provides networking services to a variety of local innovators and entrepreneurs. The Growth Alliance also leads or participates in a number of initiatives aimed at developing an entrepreneurial ecosystem that supports the launch of technology-based businesses and the development and commercialization of products and processes that apply technological advances.

The Growth Alliance of Greater Evansville

318 Main St. Suite 500, Evansville, IN 47708

812-401-4243

www.GrowthAllianceEvv.com

The Growth Alliance is a certified 501(c)3, not-for-profit enterprise. We rely on financial underwriting and sponsorships from our business and government stakeholders to fund the vital services we provide as we further our role as “the one stop resource for business”.



General Checklist

- Obtain Tax ID or Retail Merchant Certificates
- Obtain State Business Licenses
- Obtain Local Permits/Licensing
- Obtain a Certificate of Assumed Business Name (DBA)
- Employer Requirements
 - Federal Income Tax Withholding (Form W-4)
 - State Taxes
 - Employee Eligibility Verification (I-9 Form)
 - Workers' Compensation Insurance
 - Unemployment Insurance Tax
 - Labor Laws
- Downtown Information
- More Information



Table of Contents

| | |
|--|-----------|
| STEP ONE: OBTAIN FEDERAL TAX ID AND STATE REGISTRATION | 6 |
| FEDERAL TAX ID NUMBER | 6 |
| STATE OF INDIANA REGISTRATION | 6 |
| | |
| STEP TWO: OBTAIN A BUSINESS LICENSE | 7 |
| CITY OF EVANSVILLE: | 7 |
| VANDERBURGH COUNTY: | 7 |
| STATE OF INDIANA: | 7 |
| <i>Alcoholic beverages</i> | 7 |
| <i>Health issues</i> | 7 |
| <i>Contractor Services</i> | 8 |
| <i>Day care centers and day care in homes</i> | 8 |
| <i>Financial services</i> | 8 |
| <i>Transportation and registration of motor carriers</i> | 9 |
| | |
| STEP THREE: OBTAIN PERMITS / LICENSING | 11 |
| BUILDING COMMISSION: CITY/COUNTY OFFICE | 11 |
| <i>County Licensing-Contractors</i> | 11 |
| ENGINEER: CITY OFFICE | 12 |
| <i>Technical and Compliance Assistance on Stormwater regulations and Green alternatives / incentives</i> | 12 |
| ANIMAL CONTROL: CITY OFFICE | 12 |
| CONTROLLER'S OFFICE: CITY OFFICE | 12 |
| POLICE DEPARTMENT: CITY OFFICE | 12 |
| AREA PLAN: COUNTY OFFICE | 13 |
| HEALTH DEPARTMENT: COUNTY OFFICE | 13 |
| EXPEDITED PERMITTING PROCESS: | 13 |
| | |
| STEP FOUR: OTHER LICENSE / PERMITS | 14 |
| CITY CONTROLLER'S OFFICE: CITY OFFICE | 14 |
| <i>Federal</i> | 14 |
| <i>State</i> | 14 |
| OTHER POSSIBLE PERMITS: | 14 |
| <i>Evansville EPA - Municipal Certificate of Operation Permit</i> | 14 |
| <i>Other useful links</i> | 15 |



| | |
|---|----|
| STEP FIVE: OBTAIN A CERTIFICATE OF ASSUMED BUSINESS NAME (DBA) | 16 |
| RECORDER'S OFFICE..... | 16 |
| STEP SIX: EMPLOYER REQUIREMENTS | 17 |
| FEDERAL INCOME TAX WITHHOLDING (W-4, W-2 FORMS) | 17 |
| STATE TAXES..... | 17 |
| EMPLOYEE ELIGIBILITY VERIFICATION (I-9 FORM)..... | 17 |
| WORKERS' COMPENSATION INSURANCE | 17 |
| UNEMPLOYMENT INSURANCE TAX | 17 |
| LABOR LAWS..... | 17 |
| STEP SEVEN: DOWNTOWN REDEVELOPMENT | 18 |
| CONSULTATION | 18 |
| DESIGN REVIEW PROCESS..... | 18 |
| STEP EIGHT: MORE INFORMATION | 19 |
| THE GROWTH ALLIANCE FOR GREATER EVANSVILLE | 19 |



Licensing & Permitting

These are suggested steps along with a listing and brief description of each of the forms and filings necessary for business operations in Greater Evansville, Indiana.

STEP ONE: Obtain Federal Tax ID and State Registration

FEDERAL TAX ID NUMBER

Almost everyone doing business is required to obtain a federal tax ID number, sometimes referred to as the Employer Identification Number (EIN). Application for this number can be done by completing the federal form SS-4 found at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>.

STATE OF INDIANA REGISTRATION

You may also need to register with the State if you will be collecting sales tax, have employees, or be subject to other less common taxes. A list of these can be found at <http://www.in.gov/dor/3744.htm>.

Many times the retail merchant's certificate (RMC) is referred to as a business license. If you are subject to sales tax collection, you will receive this retail merchant's certificate after you complete Form BT-1 at <https://secure.in.gov/apps/dor/bt1/>. Form BT-1 is used to register the various other taxes referred to above.

The local Indiana Department of Revenue contact information is:



Indiana Department of Revenue

500 S Green River Rd # 202, Evansville, IN 47715-7316

Phone number: (812) 479-9261

Services Provided: <https://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1>

Forms and Publications: <http://www.irs.gov/formspubs/index.html>

****ALL THE ABOVE FORMS SHOULD BE FILED BEFORE YOU LAUNCH YOUR BUSINESS.***



STEP TWO: Obtain a Business License

CITY OF EVANSVILLE:

The city of Evansville, IN does not require a license to start a business. However, you may need a permit to change a sign or alter a building located in the downtown area. See step 7 for more information.

VANDERBURGH COUNTY:


Vanderburgh County, IN does not require a license to start a business.

STATE OF INDIANA:

State of Indiana has over 400 different licenses, permits, certifications, and other permissions, which could be required to engage in certain activities. The most commonly requested approvals are listed below. **This is not intended to be a complete listing**, nor should the omission of any license imply that it is not required.


Alcoholic beverages

Any individual or business serving, selling, or manufacturing beer, wine, or liquor for consumption will need to contact the Alcohol Tobacco Commission to obtain a permit or license. For more detailed information contact:

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

Health issues

The Department of Health administers all sanitary standards pertaining to handling and processing of foods (i.e.: Food Handlers Certification.) For more information, contact:

 **Indiana Department of Health**
2 North Meridian Street, Indianapolis, IN 46204
317-233-1325
<http://www.in.gov/isdh>

- **Retail Foods**

Businesses such as bed and breakfasts, food vending operations, restaurants, and grocery stores will need to contact Division of Retail Foods for state responsibilities and requirements which the business owner must comply. This may include being inspected and regulated by the county health department instead of the state.



• **Wholesale Foods**

Manufacturers, processors, repackers, or wholesale distributors of all non-dairy products statewide are regulated by Division of Wholesale Foods. Manufacturers or wholesale distributors will need to contact this division for state requirements and compliance responsibilities.


Contractor Services

The term "contractor" can be very confusing, as it is used in many business settings. An *independent contractor* can be anyone in business for him or herself who is offering services to others on a non-employee basis. The title of "contractor" is most commonly used to refer to those involved in construction or renovation of structures. It may be used to refer to *general contractors*, HVAC contractors, electrical contractors, or plumbing contractors. The only construction contractors licensed by the State of Indiana are plumbers. Many of the other specific areas require local licensing which vary by city and county.

Day care centers and day care in homes

"Day Nursery" means any institution operated for the purpose of providing care and maintenance to children separated from their parent, guardian or custodian during a part of the day for two or more consecutive weeks, except a school/other bona fide education institution. For information, contact:

| | |
|---|---|
| <ul style="list-style-type: none"> ○ In-Home Day Care, Child Day Care Centers – 800-299-1627 http://www.in.gov/fssa/2552.htm | <ul style="list-style-type: none"> ○ Child Care Information: 877-511-1144 ○ List of local child care provider information https://secure.in.gov/apps/fssa/carefinder/index.html |
|---|---|


 **Indiana Family and Social Services Administration**
Division of Family Resources, Bureau of Child Care
302 West Washington Street, Room W386 Indianapolis, IN 46204
317-232-7844

Financial services

Businesses providing financial services may be covered by one or more of the areas described below. Keep in mind that a business offering financing or assisting the customer in finding financing for the purchase of its products may fall under one of the areas listed.

• **Consumer Related Financial Services**

The activities listed below, with their definitions, are regulated by the Indiana Department of Financial Institutions (IDFI). For questions regarding any of these consumers related financial services, contact:

 **Indiana Department of Financial Institutions**, Non-Depository Division
30 S. Meridian Street, Suite 300, Indianapolis, IN 46204
317-232-3955, 800-382-4880
<http://www.in.gov/dfi>



- **Securities, Investments, Collections, and Brokering**

Loan Brokers (and Mortgage Brokers): A loan broker is defined as any person who, in return for any consideration from anyone, promises to procure a loan for any person or assist any person in procuring a loan from any third party, or who promises to consider whether or not to make a loan to any person. Unless he qualifies for any exemption from the loan broker statute, any person who collects up-front fees with the promise of making a loan or procuring a loan is a loan broker and must register with the Securities Division.

Other Regulated Areas: The Securities Division of Indiana Secretary of State's office regulates and oversees the securities industry in the State of Indiana. In addition the Securities Division also has regulatory authority over several other occupations and business activities not related to the securities industry. Other occupations or business activities regulated by the Securities Division are collection agencies, investment advisers, and broker-dealers and their agents. For more information, contact:



Indiana Secretary of State

200 W Washington Street, Room 201, Indianapolis, IN 46204
317-232-6531

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

Transportation and registration of motor carriers

- **Operating Authority**

Motor carrier "operating authority" is generally required for any intrastate carrier transporting commodities or passengers for hire. Carriers involved in intrastate transportation of passengers and household goods (i.e. delivery service) must submit an application along with proof of insurance and other attachments to the Indiana Department of Revenue for authority to do so. Some examples of passenger carriers who would qualify are special and charter buses, limousine services, and non-emergency transportation of passengers to and from doctors' offices, nursing homes, and hospitals.

Carriers who are involved in intrastate transportation of regulated property are required to register with Department of Revenue for certification to operate between points within Indiana. An application and proof of insurance are also required to obtain this certification. Carriers who are involved in interstate transportation and are based in the state of Indiana are required to register their Interstate Commerce Commission (ICC) authority with the Indiana Department of Revenue. An application along with proof of insurance must be provided. For more information, call the Department of Revenue 317-615-7200.

- **Oversize/Overweight Vehicles**

Any vehicle or combination of vehicles that exceed the legal size or weight limits must first obtain a permit from the Indiana Department of Revenue before traveling on Indiana roads. Generally, the maximum width is 8 feet 6 inches, the maximum height is 13 feet 6 inches, and the maximum length is 40 feet for a single vehicle and 60 feet for a combination of vehicles. The maximum weight is 80,000 pounds, subject to specific axles and wheel limitations. Details on the permitting of oversize or overweight vehicles are available from the Indiana Department of Revenue by calling 317-615-7200.



- **Motor Carrier Fuel Taxes**

Commercial motor vehicles (or combination of vehicles) that have two axles and a gross vehicle weight in excess of 26,000 pounds, or that have three or more axles are required to register in order to comply with fuel tax laws. For more information, contact the Department of Revenue at 317-615-7200.

Interstate carriers will either file their liabilities under the International Fuel Tax Agreement through their base state, or will be required to obtain a trip permit from the Indiana Department of Revenue before traveling through the state.

Intrastate carriers need to register with the Indiana Department of Revenue before traveling through the state.

- **International Registration Plan**

Motor carriers must have properly registered license plates. If the carrier is based in Indiana, and engages in interstate travels, the plates will be apportioned under the International Registration Plan. The Department of Revenue administers this plan for Indiana carriers and issues the proper credentials. Contact the Department of Revenue at 317-615-7200 for more information.


Intrastate carriers who never leave the state of Indiana must visit a branch of the Indiana Bureau of Motor Vehicles for proper license plates. Contact the Bureau of Motor Vehicles or the State Information Center for locations of these branches.

- **Specifically Regulated Professions**

The Professional Licensing Agency has responsibility for the boards/commissions and their corresponding licenses or certifications, and is responsible for licensing most of the traditional health related occupations. For a full list of the areas, which fall under these agencies' jurisdictions, please see link below.

[IN.gov: Business Guide - Specific Occupational Business Licenses](http://www.in.gov/core/bg_licenses.html)

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


 **Indiana Professional Licensing Agency**
302 West Washington Street, Room E072, Indianapolis, IN 46204
317-232-3009
<http://www.in.gov/pla>



STEP THREE: Obtain Permits / Licensing

Depending on what type of business you are running, determines which department is needed to obtain the local permits. The Building Commission requires permits for projects relating to the construction, alteration, and additions to buildings. Categories of permitting include building, energy, swimming pools, signs, electrical, plumbing, fuel gas, mechanical, fire suppression, demolitions, and fire alarms. The Building Commission maintains permitting applications, activity records, and report permitting statistics. The Building Commission issues Certificates of Occupancy and Certificates of Inspection upon project completion.

BUILDING COMMISSION: CITY/COUNTY OFFICE

 1 N.W. Martin Luther King, Jr. Boulevard, Room 310,
Evansville, Indiana 47708

County Licensing-Contractors


The Building Commission issues trade licenses and registrations for electrical, plumbing, HVAC, sheet metal, steamfitter, and refrigeration trades. It also issues general contractor licenses and subcontractor licenses for commercial and residential building and alterations. The Building Commission issues specialty contractor licenses for building wrecking, building moving, manufactured home installation and alteration, sign erection, swimming pool installation, fire suppression, and fire alarm businesses and crafts. The Building Commission assists examination boards and the License and Disciplinary Board in the administration of approving license applicants and regulating the various license programs. The Building Commission maintains records of the licensing boards, license applicants and license holders including contractor continuing education. The Building Commission maintains records of required contractor bonds, certificates of liability insurance, and certificates of workman's compensation insurance. The department assists in filing claims against contractor bonds and insurance.

Please contact the building commission if you are planning to do any of the following:

| | |
|--|---|
| <ul style="list-style-type: none">• Building• Energy• Manufacturing• Distribution• Warehousing• Racking• Demolitions• Fire Alarms | <ul style="list-style-type: none">• Swimming Pools• Signs• Electric• Plumbing• Fuel Gas• Mechanical• Fire Suppression |
|--|---|




ENGINEER: CITY OFFICE

 1 NW Martin Luther King Jr. Blvd., Room 321, Evansville, IN 47708
Phone: 812.436.4990; Fax: 812.436.4976

Technical and Compliance Assistance on Storm water regulations and Green alternatives / incentives:

The Construction Site and Post Construction Runoff Control Ordinance [Evansville Municipal Code 16.2 } requires that post construction best management practices be installed in order to remove the pollutants from the storm water runoff prior to leaving the site after the construction is complete. The City Engineer’s Office and Storm Water Management Program provide guidance and assistance to facilitate compliance. Use of alternative, “green” options is encouraged.


ANIMAL CONTROL: CITY OFFICE

 815 Uhlhorn Street, Evansville, IN 47710
Phone: (812) 435-6015
TDD/Hearing Impaired : 812-436-4925

Please contact the animal control office if you plan on opening any of the following businesses:

| | |
|----------------------------------|--------------------------------|
| <input type="radio"/> Dog Kennel | <input type="radio"/> Grooming |
|----------------------------------|--------------------------------|


CONTROLLER’S OFFICE: CITY OFFICE

 300 Civic Center Complex
1 N.W. M.L. King Jr. Blvd., Evansville IN 47708
Phone: 812-436-4919; TDD-Hearing Impaired: 812-436-4925

Please contact the controller’s office if you are planning on opening any of the following:

| | |
|---|--|
| <input type="radio"/> Tattoo Establishments | <input type="radio"/> Parade Permits |
| <input type="radio"/> Massage Clinic | <input type="radio"/> Pawn Broker |
| <input type="radio"/> Taxi Cab Driver | <input type="radio"/> Metal Dealers |
| <input type="radio"/> Hotel and Motel | <input type="radio"/> Dog, Cat, and Ferret |
| <input type="radio"/> Sidewalk Contractor | <input type="radio"/> Scooter |
| <input type="radio"/> Sidewalk Cafe | <input type="radio"/> Second Hand Merchant |

POLICE DEPARTMENT: CITY OFFICE


 15 N.W. M.L. King Jr. Blvd., Evansville IN 47708
Phone: 812-436-7896

Please contact the police department if your business will deal with any of the following:

| | |
|-----------------------------|------------------------------|
| <input type="radio"/> Alarm | <input type="radio"/> Liquor |
| <input type="radio"/> Gun | |




HEALTH DEPARTMENT: COUNTY OFFICE

 Oak Park Professional Building
420 Mulberry Street, Evansville, Indiana 47713-1231
812-435-2400; Hours: 8:00 am to 4:30 pm

Please contact the health department if your business deals with the following:

| | |
|--|---|
| <ul style="list-style-type: none">○ Restaurants○ Food Markets | <ul style="list-style-type: none">○ Mobile Vending○ Private Sewage Disposal System |
|--|---|

AREA PLAN COMMISSION: COUNTY OFFICE

 1 N.W. M.L. King Jr. Blvd.
Civic Center Complex, Room 312, Evansville, IN 47708
Phone: 812-435-5226

Please contact the area plan commission's office for issues dealing with the following:

| | |
|---|--|
| <ul style="list-style-type: none">○ Occupancy○ Signage | <ul style="list-style-type: none">○ Zoning○ Subdivision of Land |
|---|--|

Expedited permitting process:


The Area Planning Commission has established a permitting process that will quickly process applications and could provide approval of required permits within 5 days of application. Plans submitted to the Commission by Tuesday at 4:30 p.m. will be reviewed the next Monday morning at 10:00 a.m. in Room 318, or the next scheduled meeting if there is a holiday. Applications must be complete at the time of filing to be placed on the meeting agenda. A representative for the applicant must be present at the meeting for the application to be heard by the Site Review Committee. Site approval, if given is good for 6 months from the original meeting date and an Improvement Location Permit is required to be picked up by the applicant at the APC office or the approval shall become void.



STEP FOUR: Other License / Permits

In addition to the city and county licenses/permits, certain businesses or occupations are required to obtain special licenses or permits. **The list below is not intended to be a complete listing**, nor should the omission of any license imply that it is not required. For more information, contact:

CITY CONTROLLER’S OFFICE: CITY OFFICE

 300 Civic Center Complex
1 N.W. M.L. King Jr. Blvd., Evansville IN 47708
Phone: 812-436-4919; TDD-Hearing Impaired: 812-436-4925

Federal:

| | |
|---|---|
| <ul style="list-style-type: none"> ○ Alcohol License ○ Finance License ○ Lead Contractor’s License | <ul style="list-style-type: none"> ○ Telecommunication License ○ Transportation License ○ Trucking License |
|---|---|

State:

| | |
|--|--|
| <ul style="list-style-type: none"> ○ Environmental Permit-IN Drilling ○ Environmental Permit- IN Hazardous Materials ○ Finance License ○ Food Establishment Permit ○ Health License- IN Health ○ Health License- IN Home Health Care | <ul style="list-style-type: none"> ○ Health License- IN Radiation ○ Equipment Establishment License ○ Lead Contractor’s License ○ Real Estate License- IN Appraisers ○ Real Estate License- IN Real Estate ○ Water Transporter/Solid Waste License |
|--|--|

OTHER POSSIBLE PERMITS:

<http://www.sba.gov/content/obtaining-business-licenses-permits>

Evansville EPA - Municipal Certificate of Operation Permit

The Evansville Municipal Code (EMC) 16.05.270 requires businesses or manufacturers in the jurisdiction of the Evansville Environmental Protection Agency (the City of Evansville and four miles beyond City limits, but not outside Vanderburgh County) to obtain a Municipal Certificate of Operation (permit) from the EEPA, if that business or manufacturer has constructed, installed, modified, or operates any stationary or portable process equipment, which has potential emissions of any regulated air pollutant, exhausting to the outside air. The requirement to obtain a permit pertains to any manufacturing or fabricating activity that produces particles or fumes.



These operating permits reference federal, state and municipal regulations and outline specific requirements applicable to the permitted business or industry. These permits limit the airborne emissions the businesses are allowed to discharge to the atmosphere, thereby protecting air quality, public health and the environment. Facilities permitted by the EEPA are required to report emissions on a yearly basis and most are inspected at least annually.

Examples of facilities that require a Municipal Certificate of Operation include:

| | |
|---|---|
| <ul style="list-style-type: none">○ Automobile refinishers○ Plastic processors○ Concrete, Asphalt & Aggregate producers○ Grain & Crop product processors | <ul style="list-style-type: none">○ Dry Cleaners○ Facilities with boilers over 5 million Btu / hour capacity○ Manufacturing or coating operations |
|---|---|

These are just a few examples of facilities that require a Municipal Certificate of Operation. For more information or questions regarding permitting, contact the EEPA at 812-435-6145 or eepea@evansvillegov.org.

Other useful links:


- Indiana Small Business Guide to Environmental, Safety Health Regulations: <http://www.in.gov/idem/5556.htm>
- Indiana Permit Guide: <http://www.in.gov/idem/5881.htm>
- Compliance and Technical Assistance Program (CTAP): <http://www.in.gov/idem/4108.htm>



STEP FIVE: Obtain a Certificate of Assumed Business Name (DBA)

This is needed for any business that is using a name different than their legal or corporate name. The name that is chosen for the business must be registered at:

RECORDER'S OFFICE

 Civic Center Complex-Room 231, 1 NW MLK Blvd, Evansville, IN 47708
812-435-5215 Information Line; 812-435-5580 Fax Line



STEP SIX: Employer Requirements

FEDERAL INCOME TAX WITHHOLDING (W-4, W-2 FORMS)

The law requires every employee to complete a W-4 form so that the employer can withhold the proper amount of income tax from each paycheck. For more information contact the IRS.



US Internal Revenue Services

1025 Widener Lane, South Bend, IN 46614

574- 291-8270

[DOR: Withholding Tax Forms: http://www.in.gov/dor/4100.htm](http://www.in.gov/dor/4100.htm)

STATE TAXES

These taxes are paid to the Indiana Department of Revenue. The link below provides forms, resources, and tax basics.



Indiana Department of Revenue

1025 Widener Lane, Suite B, South Bend, IN 46614

574-291-8270

[DOR: Business Taxpayers: http://www.in.gov/dor/3335.htm](http://www.in.gov/dor/3335.htm)

EMPLOYEE ELIGIBILITY VERIFICATION (I-9 FORM)

All employers must document proof of an employee's right-to-work in the United States. Form I-9 must be completed and on file in the business office for each employee.



U.S. Citizenship and Immigration Services (USCIS)

Gateway Plaza Building

950 North Meridian Street, Room 400, Indianapolis, IN 46204.

[InfoPass.: http://infopass.uscis.gov/](http://infopass.uscis.gov/)

WORKERS' COMPENSATION INSURANCE

All employers are required to provide worker's compensation insurance for their employees. You may contact your business insurance agent for more details.

UNEMPLOYMENT INSURANCE TAX

The business is assigned an experience rate based on the amount of unemployment claims that have been filed. For more information follow the link:

http://www.in.gov/dwd/files/Employer_Handbook.pdf


LABOR LAWS

Employers must comply with the state minimum wage and overtime laws and must post a sign explaining these laws at the place of business. The link below gives more information about the Indiana labor laws. [DOL: Home: http://www.in.gov/dol/](http://www.in.gov/dol/)



STEP SEVEN: Downtown Redevelopment

CONSULTATION


 **Area Plan Commission**
Room 312, Civic Center Complex
1 NW MLK Blvd, Evansville, IN 47708
812-435-5226

Contact the Area Plan Commission to review your plans to determine the allowed uses and required permits. Your site plan (including parking plan and curb cuts) will be considered for approval by the Site Review Committee. They may also advise you to contact other agencies to check their requirements concerning legality and allow ability of your plans.

DESIGN REVIEW PROCESS

 **Design Review Committee - Growth Alliance for Greater Evansville (GAGE)**
318 Main Street- Suite 500, Evansville, IN 47708
812- 401-4243; www.GrowthAllianceEvv.com

Contact the Growth Alliance for Greater Evansville for a **Design Approval Application**. Return completed application and materials with 3 hard copies (no larger than 11x17) or one electronic version to the Growth Alliance for Greater Evansville. The Design Review Committee meets the 2nd and 4th Tuesdays of the month and either **recommends** approval or denial to the Redevelopment Commission. The Applicant is required to attend the Design Review Committee meeting. **Deadline to submit an application and supporting materials is 1 week prior to meeting.** Application is available at no cost to the applicant.

 **Evansville Redevelopment Commission (Department of Metropolitan Development)**
Room 306, Civic Center Complex, 1 NW MLK Blvd, Evansville, IN 47708
812-436-7823

After recommendation from the Design Review Committee, the application goes before the Executive Redevelopment Commission (generally meets the first and third Tuesdays of each month.) The commission approves or denies exterior renovations and/or changes to property in the Downtown Redevelopment Area. The applicant is required to attend the Commission meeting. There is no cost for this step.

If approved, the applicant is to visit the Building Commission to obtain necessary permits.

 **Building Commission (See Step 3)**
Room 310, Civic Center Complex, 1 NW Martin Luther King Blvd., Evansville, IN 47708
812-436-7879 or 812-435-5788


After Approval from the Redevelopment Commission, the contractor must contact the Building Commission for all required building permits.



STEP EIGHT: More Information

For further information or to obtain management assistance, please contact:

THE GROWTH ALLIANCE FOR GREATER EVANSVILLE

 318 Main St. Suite 500, Evansville, IN 47708
812-401-4243
<http://www.GrowthAllianceEvv.com>



 318 Main Street, Suite 500
Evansville, IN 47708

 812.401.4243

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

