

10 Key Steps to Starting a Business in Huntington County, Indiana



There are several key steps to starting a business in Huntington County, Indiana. The steps are to give you a general idea on where to begin.

1. Get Basic Information and Assistance

Starting a business can be confusing. For this reason, there are multiple agencies in Northeast Indiana that can assist you with all your business questions. The Department of Economic Development (260) 356-5688 serves as a clearinghouse for business information. While they do not provide business start-up counseling, there are a host of agencies in Northeast Indiana that can assist you.

Business Information:

Public Libraries - Business Technology Department	
Andrews: Madison Street	(260) 786-3574
Huntington: 200 W. Market	(260) 356-0824
Markle: 155 W. Sparks	(260) 758-3332
Roanoke: 126 N. Main Street	(260) 672-2989
Warren: 123 E. 3rd Street	(260) 375-3450

Northeast ISBDC
4312 Hobson Road, Ste. B
Fort Wayne, IN 46815



Contact our office at (260) 481-0500 or visit our state website at www.isbdc.org for additional assistance.

2. Create a Business Plan

A business plan is like a roadmap; it shows you where you are in relation to where you want to be. Whether you believe in a business plan or not, starting a business involves many ideas that need to be documented and actions that need to be taken. Many businesses fail without a business plan, and furthermore, lenders require one prior to being considered for a loan. The above organizations can assist you with this process.

3. Determine the Business Type

All corporations are State charted and must file Articles of Incorporation with the Secretary of State. More information is available from the Secretary of State, Corporation Division, Indiana Government Center, 302 W. Washington, Room E018, Indianapolis, IN 46204. (317) 232-6576

4. Determine a Business Name

The name you choose for your business is very important. In addition to making sure that the name describes your business clearly, you need to ensure that the name is not already being used. If you choose a name that is anything other than your personal name, state law requires you to file a fictitious business name statement. The Certificate of Assumed Business Name is available for a small fee at the Huntington County Recorder's Office.

Recorder's Office (260) 358-4848
Business Hours: 8 a.m. to 4:30 p.m. (Monday to Friday)

5. Determine the Legal Structure of the Business

Several legal structures exist in the state of Indiana. Your choice of legal structure will affect your income taxes and personal liability. Most businesses start as a Sole Proprietorship or a Partnership and are legally the least complicated.

Corporation and Limited Liability Companies (LLC's) must register with the Secretary of State. Assistance on the structure that suites your business should be sought from one of the business assistance organizations or from an attorney or accountant.

6. Select a Site and Determine Zoning Requirements

Determining zoning requirements prior to signing a lease or contract is imperative. You must check with the county to see if the type of business you plan to operate is legal in the desired location. If operating from home, you must follow the requirements of the Home Based Business Regulations. You can obtain more information by contacting:

Huntington City/County Plan Commission
Huntington County Courthouse
(260) 358-4836

7. Operating a Home Based Business

Determining zoning requirements prior to signing a lease or contract is imperative. You must check with the Huntington Office of City Planning to see if the type of business you plan to operate is legal in the desired location. If operating from home, you must follow the requirements of the Home Occupations Regulations.

8. Get Tax Information

Several types of taxes may be levied on businesses including income tax, employment tax and other fees.

State Taxes (Sales Tax Certificate, Corporate Income Tax):

State Economic Development Corporation
(800) 463-8081

www.ai.org/doc/index.html

County Taxes (tangible – physical - business assets):

Huntington County Treasurer's Office

Huntington County Courthouse

(260) 358-4860

Business Hours: 8 a.m. to 4:30 p.m. (Monday to Friday)

9. Apply for a Business License(s) / Permit(s)

Certain types of businesses must hold special city permits or licenses. Licenses may also be required through the State of Indiana. To find out what licenses are needed, please contact:

City / County

City / County Planning Commission	(260) 358-4836
County Health, Courthouse	(260) 358-4831
Indiana State Information Center	(800) 457-8283
www.ai.org/sic/index.html	
Professional Licensing Agency	
www.state.in.us/pla/	
Fire Code, Huntington Fire Department	(260) 356-3620
City / County Building Permits	(260) 358-4836
City / County Planning Commission	(260) 358-4836
AT&T	(800) 222-0400
Gas	(800) 777-2060
United REMC	(800) 542-6339
Huntington Water Works	(260) 356-3220

10. Obtain Employer ID Numbers (if you intend to employ staff)

A whole new set of responsibilities arises when a business hires employees. Employers register as an employer, pay additional taxes, withhold, match and submit employee withholdings, and must obtain worker's compensation insurance. For more information:

Internal Revenue Service

(800) 829-3676

www.irs.gov