



9. Apply for Business License/Permit

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

City/County
Wells County Planning Commission
260-824-6407

County Health
Wells County Health Dept.
223 W Washington St, Ste 202, Bluffton, IN
260-824-6489

Indiana State Information Center
800-457-8283

Professional Licensing Agency
in.gov/pla/

Fire Code
Bluffton Fire Department.....260-824-6050

AT&T.....800-222-0400
Bluffton Utilities.....260-824-2500
NIPSCO.....800-464-7726

10. Obtain Employer ID Numbers (if employing staff)

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
irs.gov

2101 E Coliseum Blvd
Kettler Hall Room 139
Fort Wayne, IN 46815



10 KEY STEPS TO STARTING A BUSINESS WELLS COUNTY

These steps are a resource and general idea on where to begin.

isbdc.org

260-481-0500

1. Get Basic Information and Assistance

There are multiple agencies in NE Indiana that can assist you with all your business questions. The Wells County Department of Economic Development serves as a clearinghouse for business information. While they do not provide Business start-up counseling, there are a host of agencies in NE Indiana that can assist you.

Wells County Chamber of Commerce.....260-824-0510

Business Information:
Wells County Public Library- Business Technology Department
200 W Washington.....260-824-1612
Bluffton, IN 46714

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. Many businesses fail without a business plan, and furthermore, lenders require one prior to being considered for a loan.

3. Determine 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.
inbiz.in.gov

4. Determine Business Name

Choosing a name is important. In addition to making sure that the name describes your business clearly, you need to ensure that the name is available. The Certificate of Assumed Business Name is available for a small fee at the Wells County Recorder's office.

Recorder's Office.....260-824-6507
102 W Market, Wells City Hall Building #203

5. Determine the Legal Structure

Several legal structures exist in the state of Indiana. Your choice of legal structure will affect your income taxes and personal liability. Assistance on the structure that suits your business should be sought from one of the business assistance organizations or from an attorney.

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:

Wells County Planning Commission
223 W Washington St, Room 211, Bluffton IN
260-824-6407

7. Operating a Home-Based Business

You must check with the Decatur 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 business including income tax, employment tax, and other fees.

State Taxes (Sales Tax Certificate, Corporate Income Tax):
State Economic Development Corp
800-463-8081

County Taxes (Tangible-physical-business assets):
Wells County Treasurer's Office
Wells County Courthouse
102 W Market, St 204, Bluffton, IN
260-824-6512