

# REGULATIONS AND YOUR BUSINESS

Businesses which choose to incorporate in Indiana must file the Articles of Incorporation with the Secretary of State. Out-of-state "for profit" corporations desiring to conduct business in Indiana are required to file an Application for Admission with the Secretary of State.

**Indiana Secretary of State**  
200 W. Washington St., Rm. 201  
Indianapolis, IN 46204  
(317) 232 - 6531 | [www.in.gov/sos](http://www.in.gov/sos)

**AGRIBUSINESS:** Various state agencies enforce Indiana laws regarding the handling and marketing of farm products. The agencies and the specific areas in which they regulate are:

**The Board of Animal Health** licenses life stock dealers, rendering plants, garbage cookers and sales barns. The Board also controls the use of biological products and pharmaceuticals for the treatment of animals and veterinary disease control.

**Indiana Board of Animal Health**  
1202 E. 38th St., Discovery Hall Suite 100  
Indianapolis, IN 46205  
(317) 544 - 2400 | [www.in.gov/boah](http://www.in.gov/boah)

**The Indiana State Chemist** is charged with administering several agricultural laws involving seeds, fertilizer, animal feeds and pesticides. The goal of these laws is to ensure truth-in labeling, food safety, user safety and protection of our environment.

**Office of Chemist and Seed Commissioner**  
Purdue University  
175 S. University St.  
West Lafayette, IN 47097  
(765) 494 - 1492 | [www.oisc.purdue.edu](http://www.oisc.purdue.edu)

**The Department of Health** has several divisions which enforce federal standards with respect to the slaughter of livestock and poultry and the processing of human foods. The department licenses meat and poultry processing plants and issues permits to dairies, milk haulers, approved graders, dairy farms and staffs the state egg board.

**Indiana Department of Health**  
2 N. Meridian St.  
Indianapolis, IN 46204  
(317) 233 - 1325 | [www.in.gov/isdh](http://www.in.gov/isdh)

**ALCOHOLIC BEVERAGE:** The Indiana Alcohol and Tobacco Commission is charged with administering and enforcing with concurrent jurisdiction of local authorities, the laws governing the manufacture, distribution and dispensing of alcoholic licenses. Contact:

**Indiana Alcohol and Tobacco Commission**  
302 W. Washington St., Rm. E114  
Indianapolis, IN 46204  
(317) 232 - 2430 | [www.in.gov/atc](http://www.in.gov/atc)

**BOILER AND PRESSURE VESSEL:** This board administers the rules governing the design, construction, installation and inspection of most steam boilers, hot water heating and supply boilers and pressure vessels used in industry. Any business constructing, installing or using boilers and pressure vessels should contact:

**Indiana Department of Fire and Building Services  
Boiler and Pressure Vessel Division**  
302 W. Washington St., Rm. E208  
Indianapolis, IN 46204  
(317) 232 - 2222 | [www.in.gov/dhs/4169.htm](http://www.in.gov/dhs/4169.htm)

**CONSTRUCTION:** The Administrative Building Council was created to formulate state regulations for the construction, maintenance or repair of places of employment, public buildings, tenement houses and all other buildings or structures (except bridges) to which the public normally has access, so as to render them safe, sanitary and efficient in the use of energy and accessible to the physically handicapped. The Council's jurisdiction also includes in-plant inspection of mobile homes and factory-built housing, as well as the study and updating to building codes.

Plans and specifications of all buildings covered by law must be filed with and approved by the State Building Commissioner before building commences. They must be accompanied by the appropriate fee and sent to:

**Department of Fire and Building Services  
Building Plan Review**  
302 W. Washington St., Rm. E208  
Indianapolis, IN 46204  
(317) 232 - 2222 | [www.in.gov/dhs/3658.htm](http://www.in.gov/dhs/3658.htm)

**The Office of the State Fire Marshal** is responsible for the approval of plans for the construction of public and semi-public buildings and the periodic inspection of such buildings. It is further responsible for the inspection of fire hazards in business places, space heating facilities in hotels and motels, cleaning and drying establishments and theaters. The office also issues permits for amusement places and fireworks displays, and regulates the sale, use and handling of all explosives including fireworks, gasoline and LP storage. For additional details:

**Department of Fire and Building Services  
Office of the State Fire Marshal**  
302 W. Washington St., Rm. E208  
Indianapolis, IN 46204  
(317) 232 - 2222 | [www.in.gov/dhs/4211.htm](http://www.in.gov/dhs/4211.htm)

**EDUCATION:** No private school in Indiana may do business without approval from the Indiana Commission for Higher Education. The commission evaluates and accredits all private vocational, technical, trade and correspondence schools in the state. Each school applying for accreditation must bear the cost for the investigation. If the school is accredited by another state's regulatory body whose standards meet or exceed those of the commission the investigation is waived. For information:

**Indiana Commission for Higher Education**  
101 W. Ohio St., Suite 300  
Indianapolis, IN 46204  
(317) 464 - 4400 | [www.in.gov/che](http://www.in.gov/che)

**EMERGENCY MEDICAL SERVICES:** The commission sets standards and requirements for furnishing emergency medical services by persons not licensed or regulated by other appropriate agencies. It may be reached at:

**Emergency Management**  
302 W. Washington St., Rm. E208  
Indianapolis, IN 46204  
(317) 232 - 2222 | [www.in.gov/dhs/4197.htm](http://www.in.gov/dhs/4197.htm)

**ENVIRONMENTAL:** The construction and modification of any facility which will discharge pollutants in the air or waterways may need a permit from the following:

**Indiana Department of Environmental Management**  
100 N. Senate Ave.  
Indianapolis, IN 46204  
(317) 232 - 8603 | [www.in.gov/idem](http://www.in.gov/idem)

**FINANCIAL INSTITUTIONS:** This department regulates the operations of Indiana-chartered banks, savings and loan associations, credit unions, small loan associations and similar financial agencies. It also regulates retail installment contracts and budget service companies.

**Department of Financial Institutions**  
30 S. Meridian St., Ste. 300  
Indianapolis, IN 46204  
(317) 232 - 3955 | [www.in.gov/dfi](http://www.in.gov/dfi)

**HEALTH:** The State Department of Health is the enforcement agency for all sanitary requirements pertaining to handling or processing foods. In connection with this authority, it issues licenses and prescribes standards for frozen food processing plants, food locker plants, cold storage warehouses, and food manufacturers. In addition, the department is responsible for the licensing of hospitals, ambulatory surgical centers, home health care agencies, and a number of other facilities or operations of health nature. It licenses and inspects day cares, nursing homes, motels and registers Indiana drug and cosmetic manufacturers.

The licensing and regulation of mattress and bedding wholesalers are under the board's jurisdiction. Hearing aid dealers are licensed and regulated by the board.

The Department's Bureau of Sanitary Engineering exercises supervision, in conjunction with local authorities, over public and semi-public water supplies, sewage disposal, swimming pools, and tourist camps. For more information about health regulations affecting businesses in Indiana, contact:

**Indiana State Department of Health**  
2 N. Meridian St.  
Indianapolis, IN 46204  
(317) 233 - 1325 | [www.in.gov/isdh](http://www.in.gov/isdh)

**INSURANCE:** This department enforces the statutes and regulations applicable to the operation of insurance companies and the issuance of insurance policies. To be licensed in the state of Indiana, an insurance center must meet and maintain standards prescribed by law. The department collects special taxes and fees required to be paid by the insurance company. The department is authorized of proper qualifications and competence. The department is located at:

**Indiana Department of Insurance**  
311 W. Washington St., Ste. 300  
Indianapolis, IN 46204  
(317) 232 - 2385 | [www.in.gov/idoi](http://www.in.gov/idoi)

**LABOR:** The state labor laws and regulations are under the jurisdiction of the Indiana Department of Labor. Among the several bureaus which administer the process are:

**Wage Adjustment Board:** The current minimum wage in Indiana can be found at the Department of Labor website at [www.in.gov/dol](http://www.in.gov/dol).

**Occupational Safety Standards Commission (OSHA):** A major function of the Department of Labor is the administration of the Indiana Occupational Safety and Health Act (IOSHA). The commission adopts safety standards designed for the prevention of accidents in all places of employment and for the protection of life, health and safety of employees.

**Bureau of Child Labor:** The function of this bureau is to enforce the child labor laws of Indiana. The laws, except for several significant exclusions, prohibit the hiring of workers under 14 years of age.

**Bureau of Mediation and Conciliation:** This bureau promotes voluntary arbitration, mediation, and conciliation of disputes between employers and employees in order to avoid strikes, lockouts, boycotting, blacklists, discrimination and legal proceedings in matters of employment. For further information, contact:

**Indiana Department of Labor**  
402 W. Washington St., Rm. W195  
Indianapolis, IN 46204  
(317) 232 - 2688 | [www.in.gov/dol](http://www.in.gov/dol)

**WORKER'S COMPENSATION BOARD OF INDIANA:** This board administers the laws pertaining to workers' compensation and occupational diseases.

These laws provide insurance for employees against occupational injuries, diseases or death in the course of their employment. All private employers are required to insure their liability unless authorized by the board to be self-insured. For details:

**Worker's Compensation Board**  
402 W. Washington St., Rm W196  
Indianapolis, IN 46204  
(317) 232 - 3808 | [www.in.gov/wcb](http://www.in.gov/wcb)

**INDIANA EMPLOYMENT DIVISION:** This department is concerned primarily with placing people who have become unemployed through no fault of their own into new jobs. If this cannot be done within a reasonable time, it pays unemployment insurance benefits as promptly as possible to those legally qualified. For more information:

**Indiana Department of Workforce Development**  
10 N. Senate Ave.  
Indianapolis, IN 46204  
(317) 232 - 6702 | [www.in.gov/dwd](http://www.in.gov/dwd)

**DEPARTMENT OF NATURAL RESOURCES:** Through issuing permits, this division regulates surface mining and has the authority to require reclamation of areas of land which have been subjected to surface (strip) mining. The department grants permits for the extraction, removal and disposition of deposits of coal, gypsum, limestone, sand and other specific minerals on or under any lands or non-navigable waters belonging to the state. For permit information, contact:

**Department of Natural Resources**  
**Division of Reclamation**  
14619 West State Road 48  
Jasonville, IN 47438  
(812) 665 - 2207 | [www.in.gov/dnr/reclamation](http://www.in.gov/dnr/reclamation)

**MOTOR VEHICLES:** This bureau is responsible for the licensing of motor vehicle operators, and the registration and the recording of titles of all motor vehicles owned in the state. Commercial driver training schools are licensed by the bureau, as are all automobile dealers and chauffeurs. Contact local license branches for licensing registration.

**Indiana Bureau of Motor Vehicles**  
100 N. Senate Ave., Rm. 402  
Indianapolis, IN 46204  
(888) 692 - 6841 | [www.in.gov/bmv](http://www.in.gov/bmv)

Commercial motor carriers are subject to this department's registration, certification, route and other such regulations, which are enforced by the Indiana State Police. The commission issues permits for the operation of motor vehicles for-hire issues. The department is located at:

**Indiana Department of Revenue**  
**Motor Carrier Operating Authority Section**  
7811 Millhouse Rd., Ste. M  
Indianapolis, IN 46241  
(317) 615 - 7200 | [www.in.gov/dor/mcs.htm](http://www.in.gov/dor/mcs.htm)

**WEIGHTS AND MEASURES DEPARTMENT:** This division (part of the Indiana State Department of Health) regulates weighing and measuring devices, establishes specifications for each, and inspects operations.

It monitors all packaged goods sold according to weights and measurements to insure that labeling and contents coincide. If your business sells or manufactures any commodity that is weighted or measured, the respective devices must be inspected at least once a year for accuracy. For city and county inspection information, contact:

**Indiana State Department of Health**  
**Division of Weights, Measures and Metrology**  
2525 N. Shadeland Ave., D3  
Indianapolis, IN 46219  
(317) 356 - 7078 | [www.in.gov/isdh/23288.htm](http://www.in.gov/isdh/23288.htm)

**FEDERAL:** As with the State of Indiana, there are a variety of federal regulations affecting different types of businesses. The following is a brief overview of major federal regulatory agencies and the areas which they govern. For more information, check with the appropriate agency.

**Consumer Product Safety Commission:** The commission is designed to protect the public against unreasonable risks of injury associated with consumer products. It has the authority to:

- 1) Issue and enforce safety standards governing the design, construction, contents, performance and labeling of consumer products; and
- 2) Ban hazardous products.

Exempt from the CPSC regulatory scope are tobacco and tobacco products, motor vehicles and motor vehicle equipment, drugs, food, aircrafts and aircraft components, certain boats, and other items.

**Division of Consumer Protection**  
**Attorney General's Office - 5th Floor**  
302 W. Washington St.  
Indianapolis, IN 46204  
(317) 232 - 6201 | [www.in.gov/attorneygeneral](http://www.in.gov/attorneygeneral)

**COPYRIGHT OFFICE:** The Copyright Office examines and records applications for copyright registration works of:

- Literary (books, periodicals and computer programs)
- Performing Arts (music, theater, motion pictures and other audio-visual works)
- Visual Arts (pictorial, graphic and sculpture)
- Sound Recordings

It also administers the operation of the compulsory licenses for the recording of music and the retransmission of works by cable television and issues licenses for jukeboxes.

**Copyright Office | Library of Congress**

101 Independence Ave., S.E.

Washington, D.C. 20559

(202) 707 - 3000 | [www.copyright.gov](http://www.copyright.gov)

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION:** The commission enforces the provisions of the Civil Rights Act (Title VII) regarding the anti-discrimination based on race, sex, color, religion or national origin, and the hiring, firing, wages, testing, training, apprenticeship and all other conditions of employment. The EEOC:

- 1) Issues guidelines on employment discrimination;
- 2) Investigates charges of discrimination and makes public its decisions; and
- 3) Litigates non-compliance cases.

**U.S. Equal Employment Opportunity Commission**

131 M Street, N.E.

Washington, D.C. 20507

(202) 663 - 4900 | [www.eeoc.gov](http://www.eeoc.gov)

or locally,

101 W. Ohio St., Ste. 1900

Indianapolis, IN 46204

(800) 669 - 4000 |

[www.eeoc.gov/field-office/indianapolis/location](http://www.eeoc.gov/field-office/indianapolis/location)

**FEDERAL TRADE COMMISSION:** The purpose of the commission is to promote free and fair trade competition in interstate commerce by preventing trade restraints and price-fixing, price discrimination, the creating of certain monopolies, mergers or acquisitions which would lessen competition, and the use of boycotts; by protecting consumers against false or deceptive advertisements; packaging and labeling; by regulating truth in credit; the issuance and use of credit cards; by gathering factual data on economic and business conditions; and by developing industry guidelines, advisory opinions and trade regulation rules.

**Federal Trade Commission**

600 Pennsylvania, N.W.

Washington, D.C. 20580

(202) 326 - 2222 | [www.ftc.gov](http://www.ftc.gov)

**FOOD AND DRUG ADMINISTRATION:**

- 1) Regulates, inspects, tests, sets standards for, and licenses the manufacture of biological products shipped interstate or in foreign commerce;
- 2) Sets standards for, monitors the quality of, and regulates labeling of all drugs for human use;
- 3) Develops regulations for the composition, quality, nutrition, and safety of all foods, food additives, colors, and cosmetics, and inspects processing plants and marketing establishments;
- 4) Evaluates the safety of veterinary preparations and devices;
- 5) Sets standards for safe limits of radiation exposure; and
- 6) Develops policy for and evaluates the safety, efficiency, and labeling of medical devices.

**U.S. Food and Drug Administration**

**Department of Health and Human Services**

10903 New Hampshire Ave.

Silver Spring, MD 20993

1 - 888 - 463 - 6332 | [www.fda.gov](http://www.fda.gov)

**FEDERAL HIGHWAY ADMINISTRATION, OFFICE OF MOTOR CARRIERS:** The FHA-OMC regulates transportation carriers and is responsible for:

- 1) Granting operating authority to carriers;
- 2) Regulating carrier rates;
- 3) Approving the construction or abandonment of railroads;
- 4) Investigating carrier operations, adequacy of service, purchases and mergers; and
- 5) Formulation and enforcing uniform systems of accounts for carriers.

**Federal Highway Administration**

**Office of Motor Carriers, Licensing and Insurance  
Indiana Division**

575 N. Pennsylvania St., Rm. 254

Indianapolis, IN 46204

(317) 226 - 7474 | [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

**INDIANA OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (IOSHA):**

This department sets standards and enforces regulations to protect workers against safety or health hazards.

**IOSHA Compliance**

**Bureau of Safety, Education and Training**

402 W. Washington St., Rm. W195

Indianapolis, IN 46204

(317) 232 - 2655 | [www.in.gov/dol/iosha.htm](http://www.in.gov/dol/iosha.htm)

NOTE: The regulations of OSHA do not cover self-employed persons or any family-owned and operated farms or workplaces that are already regulated by other federal agencies.

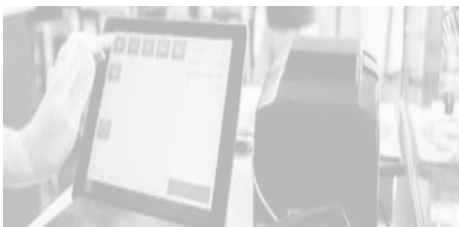
**PATENT AND TRADEMARK OFFICE:** This office performs the examination of patent and trademark applications, the issuance of permits, and the registration of trademarks.

**U.S. Patent and Trademark Office**  
**USPTO Contact Center**  
600 N. Dulany St.  
Alexandria, VA 22314  
(800) 786 - 9199 | [www.uspto.gov](http://www.uspto.gov)

**SECURITIES AND EXCHANGE COMMISSION:** The SEC is responsible for:

- 1) Supervision and regulation of securities markets, mutual funds and other investment companies;
- 2) Regulation of broker-dealers, investment counselors and advisors;
- 3) Full disclosure by securities issuers through SEC registration statements and asset reports; and
- 4) Prevention and suppression of fraud through investigations.

**Securities Exchange Commission**  
**Midwest Regional Office**  
175 W. Jackson Blvd., Rm. 1450  
Chicago, IL 60604  
(312) 353 - 7390 | [www.sec.gov](http://www.sec.gov)



# Business Guide

Resource Guide for New and Existing Businesses