

USEFUL CONTACTS

CITY BUILDING 300 CHERRY STREET

- Mayor..... (260) 356-1400 x2000
- Clerk-Treasurer (260) 356-1400 x2016
Downtown parking permits & tickets
- Engineering Services (260) 356-1400 x2020
Public infrastructure & public works projects
- Fire Department..... (260) 356-3620
Fire inspections
- Police Department..... (260) 356-2308
- City Services Department (260) 356-4720
Streets
Sanitation
Parks & Recreation
- Water & Sewer Billing (260) 356-3220
Service start/stop, payments, & billing questions

COURTHOUSE ANNEX 1330 S. JEFFERSON STREET

- Department of Health..... (260) 358-4831
Food permits & health inspections

OUTSIDE AGENCIES & PARTNERS

- Huntington County
Chamber of Commerce..... (260) 356-5300
- Huntington County
Economic Development..... (260) 356-5688
- Huntington County
Convention Bureau (260) 359-8687



COMMUNITY DEVELOPMENT & REDEVELOPMENT

300 Cherry Street
Phone: (260) 356-5146 | Fax: (260) 454-5211
www.huntington.in.us/city

OFFICE HOURS

Monday-Friday 8:00 a.m. - 4:30 p.m.
Closed 12:00 p.m. - 1:00 p.m.



NEW BUSINESS GUIDE

A land use and permitting guide for
new businesses and tenants within the
City of Huntington, Indiana



WELCOME!

On behalf of the City of Huntington, the Community Development & Redevelopment Department heartily welcomes you and your business to our community. We take great pride in our corporate citizens which offer a wide range of business and professional services to our residents and the community at-large. The City seeks to make your operations here both pleasant and successful.

OVERVIEW

The following information identifies key issues and requirements that you should be aware of so that you do not encounter any unnecessary delays in opening your business. It is most important that you determine your business will meet City code requirements and existing ordinances. This helps to protect your business interests, property values and ensure the health, safety and quality of life for both your customers and employees. In that regard, it is highly recommended that you consult the Department as your business plan is being developed. Staff from the Department will meet with you to review your plans and advise you of applicable requirements to help ensure that your transition is a smooth one.



THINGS TO KNOW BEFORE YOU OPEN

Starting a new business or locating one in the City of Huntington requires some planning to ensure that your start-up will proceed smoothly. To begin the process, you should contact Community Development & Redevelopment to:

- Verify that the zoning of your property is appropriate for your business type and determine if any special approvals may apply.
- Inquire about any necessary permits that may be required for changes you plan on making to your location. Typical permitted activity may include: remodeling (including non-structural), new construction, electrical & plumbing work, site work, signage, fencing.
- Obtain a Certificate of Occupancy.
- Understand local health standards that may apply to your project to protect your employees and customers.

ZONING

Land uses in a given zoning district are classified under the zoning code as “permitted uses” or “special exceptions”. If a business is identified as a “permitted use” then it may be established so long as it meets other established minimum requirements, such as parking. A business identified as a “special exception” will require approval from the Board of Zoning Appeals by submitting an application to the Department. If your lender requires a Zoning Compliance Letter, please request one from the Department.

PERMITS

If you plan on making physical alterations to a site, permits may be required depending upon the type of construction activity. Please consult the Department before any construction or remodeling. Failure to obtain permits or approvals may result in delays, required changes for code compliance or additional fees.



CERTIFICATE OF OCCUPANCY

Prior to opening to the public, all businesses and new tenants are required by the City to obtain a Certificate of Occupancy by scheduling an inspection with the Department at no charge. Inspectors will visit your location to ensure that applicable building, fire, zoning and health (if applicable) requirements are met. The health inspector is typically only involved in businesses that offer food and beverages. Additional copies are available to provide to your insurance company or lender at no charge.

HERE TO SERVE YOU

We cannot possibly cover all areas of concern regarding a new business in the City in this brochure. There may be questions that you have in addition to what is included here. If there are any ways in which we can help you succeed or additional questions that you may have, please contact us at (260) 356-5146.