

## BUSINESS LICENSE INFORMATION

The Town of Schererville requires that all new and existing businesses be licensed. The following information is provided to assist business owners with the process and information requirements. For additional information or questions please contact the Planning and Building Department at 219-322-2211, Ext. 4.

Requirements for existing and new businesses in the Town of Schererville:

- Business License Application: Can be downloaded off the website (schererville.org) or picked up at the Planning & Building Department. Application must be made in person.
- Building Code: Does the building/tenant space meet the proposed use per Building Code.
- Letter of intent: All new business applicants are required to submit a letter outlining all pertinent business information, a complete description of planned business activities, square footage of tenant space with floor plan, projected occupancy, hours of operation, number of employees, parking requirements (defined and striped parking layout), number of company vehicles, and any other information that may be needed for the review process.
- Occupancy permit and inspections: Required for any new business prior to opening.
- Building permits and inspections: Required for any work done to a building or tenant space.
- Alarm registration: Required for all security and/or fire alarm systems.
- Permits for signage: Required for free-standing, fascia, and tenant panels.

This list is intended as a guide and may not represent all necessary requirements. The Planning and Building Department staff will assist you in facilitating your application and reviewing the requirements needed to complete this process. We are here to help. Remember, if you have a question please ask.

Thank you,

Schererville Planning and Building Department



**TOWN of SCHERERVILLE**  
**10 E. Joliet St. / Schererville, In. 46375**  
**Office - 219-322-2211 Fax - 219-865-5504**  
**sdecero@schererville.org**

**BUSINESS LICENSE APPLICATION**

Zoning \_\_\_\_\_

License # \_\_\_\_\_

**Ordinance #1031**, Town of Schererville, passed June 10, 1987, states in face: "An ordinance providing for the licensing of businesses, business activities, occupations and commercial establishments."

**Official Name of Business** \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ **E-mail address** \_\_\_\_\_

Owner(s) \_\_\_\_\_

Home (or Corporate) Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Emergency # \_\_\_\_\_

Indicate date of establishment of business at this address \_\_\_\_\_

Does this business have an alarm?  Yes  No Registration # for Alarm \_\_\_\_\_

Are there any vending machines or video games?  Yes  No If yes, how many? \_\_\_\_\_

Have you ever owned a business before?  Yes  No If yes, what type of business? \_\_\_\_\_

Location \_\_\_\_\_

Is that business still open?  Yes  No If not, why did it close? \_\_\_\_\_

Have you obtained all Permits and License's required by state and county for your type of business?  Yes  No

**General Nature of this business:**

Retail  Wholesale  Manufacturing  Service

Specific Items: Produced, Sold, Warehoused, Etc. \_\_\_\_\_

**NOTE: THIS FORM MUST BE ACCOMPANIED BY A LETTER OF INTENT.**

**1 Year Fee \$25.00**

**2 Year Fee \$50.00**

Fee: \_\_\_\_\_

Receipt: \_\_\_\_\_

Date: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Copy 1 - PD

Copy 2 - File

Copy 3 - Customer