



INTRODUCTION

Congratulations on your decision to fulfill your dreams of starting a business in Avilla!

The Town of Avilla and Avilla Area Chamber support, encourage, and work with entrepreneurs in all industries and stages of business to meet their ownership goals.

In collaboration, the Town of Avilla and Avilla Area Chamber has created this quick resource guide to help you establish your new business swiftly and efficiently, knowing the importance of getting your business off on the right foot.

Opening a business in Avilla, Indiana, is a good decision for a number of reasons, two of which are its easy access to well-traveled highways and the fact that it is near busy cities, making it a convenient and attractive location for travelers, customers, deliveries, and residential growth.

CONTACT INFORMATION

Town of Avilla

Tena Woenker, Avilla Town Manager
twoenker@townofavilla.com
108 South Main Street
PO Box 49
Avilla, IN 46710
260-897-2871
www.avilla-in.org¹

Avilla Area Chamber

Kevin Kelly, Executive Director
avillachamber@gmail.com
108 South Main Street
PO Box 614
Avilla, IN 46710
260-508-1897
www.chamberofavilla.org²

¹ <https://www.avilla-in.org>

² <https://chamberofavilla.org>

REQUIREMENTS FOR STARTING A BUSINESS IN AVILLA, INDIANA

The items listed below are solely the requirements for starting a business within the [zoning boundaries of the Town of Avilla, Indiana](#)³. There are [requirements for the Town of Avilla](#)⁴, as well as for [Noble County](#)⁵, the [State of Indiana](#)⁶, the [Internal Revenue Service](#)⁷, and depending on the type of business, there may be requirements from the [Department of Health](#)⁸ or other governmental organizations. The Town of Avilla does not require a license or permit to establish or maintain a business.

The planned location of your business will define what must be done before you can open for business. Possible locations for your business can be your home, an existing building, or vacant land, as explained below.

YOUR HOME

Homes can be on properties which are zoned either residential or agricultural. There are limits to the types of business in which you can operate from within your home. Most of these business types utilize a room for an office. For example, a business operating as an accountant or tax preparer. Another option is using a room in your home for the business such as for barber or hair salon services. In most cases, these types of business will not require a rezoning or variance to operate, but it is recommended to verify with the Avilla Town Manager before opening because each business is unique in its offerings and each home is unique in its setting.

Other home-based businesses, for instance, a welding or auto repair service, would likely require a variance if the business will be on property that is zoned agricultural; and could not be permitted on property zoned residential.

If a variance is required, the Avilla Town Manager will provide instructions on how to proceed with the Avilla Plan Commission to request a variance. Variances can be conditional, such as having an expiration date. Or for example, be in force until the current owner sells the property.

³<https://beacon.schneidercorp.com/Application.aspx?AppID=127&LayerID=1479&PageTypeID=1&PageID=952&KeyValue=57-09-27-200-313.000-005>

⁴https://codelibrary.amlegal.com/codes/avilla/latest/avilla/0-0-0-2141#JD_Chapter150

⁵<http://nobleco.squarespace.com/assessor>

⁶<https://inbiz.in.gov/start-business>

⁷<https://www.irs.gov/businesses/small-businesses-self-employed/starting-a-business>

⁸<https://www.in.gov/health/food-protection/retail-information/how-to-start-a-retail-food-business>

YOUR HOME continued

Once the conditional terms have been met, a new variance can be requested, but acceptance cannot be guaranteed based on a previous variance.

It's important to note that homeowners associations may also have their own restrictions regarding home-based businesses.

AN EXISTING BUILDING

Locating your business in an existing building is generally the most cost-effective choice for a new business. As you search for a building that fits your business's needs, the property it is on must be zoned for the type of business that you plan to put on it.

The business types are divided into five categories (also called districts): Highway Service, Local Business, General Business, Central Business, and Industrial. The definition of each of these can be found on page 29 online and on page 21 printed, of the [Avilla Zoning Ordinances](#)⁹ documentation. A list of the business types in each of these categories are charted starting on page 39 online and on page 31 printed, of the [Avilla Zoning Ordinances](#) documentation. It is possible to change the zoning of a property. Each situation is unique and would need to be presented to the Avilla Board of Zoning Appeals for consideration of rezoning. Ideally, you would find a building that meets your needs and has the proper zoning.

Once a building is obtained (purchased/rented/leased) the utilities need to be turned on. This is accomplished by contacting the Avilla Town Hall and by paying the appropriate deposits. Once the utilities are turned on, the building will likely need some changes or maintenance to be ready for your business to open properly.

General maintenance to the building, such as painting, replacing the roof, or replacing windows can be performed without a building permit. Any structural, electrical, or plumbing changes require a [building permit](#)¹⁰. If you are in the downtown area, which is zoned central business and your building is historic, you must also comply with the [Historic District Guidelines](#)¹¹ before making exterior repairs and/or improvements.

⁹ <https://avilla-in.org/wp-content/uploads/2015/05/Zoning-Ord.pdf>

¹⁰ <https://avilla-in.org/building-permit-fees>

¹¹ <https://avilla-in.org/wp-content/uploads/2022/06/historic-district-guidelines.pdf>

AN EXISTING BUILDING continued

Repairs and improvements could become expensive if you are working on an older building. The issuing of a building permit requires all items of the same category (Indiana Building, Electrical, and/or Plumbing) to be brought up to current code. Those codes are not available online, but must be purchased from the State of Indiana. The Avilla Town Manager maintains an up-to-date copy of the code books.

For example, if you want to move a restroom from one area to another, you would be required to apply for a [building permit](#) for remodeling with plumbing. Once a permit for the plumbing is issued, all the plumbing in the building must be brought up to current plumbing code. This is an example of how a small change can grow into a major remodel; and additional expenses.

Buildings which are already up to code can be remodeled in a more cost effective way to meet your new business's requirements.

Inspections are required during remodeling for footings, electrical, and plumbing; and the building permit is closed after a final inspection is passed and certificate of occupancy is issued.

VACANT LOT OR PROPERTY

Erecting a building to meet your specific business's needs is the best way to present your new business, but it also requires the most effort and expense.

There are many things to consider when selecting a property for your new business, such as geographic location, zoning, utility availability, and proper street access for truck deliveries and customer access.

Once a lot or property is selected, the zoning must be reviewed by the Avilla Town Manager to be sure it is appropriate for the type of business which is to be placed on it. If not, the Avilla Town Manager will provide instructions on how to proceed with the Avilla Plan Commission for consideration of rezoning. When the zoning is appropriate, commercial building development and site plans can be created.

Plans for commercial buildings and properties require a Professional Engineer stamp. These plans need to be submitted to the State of Indiana online ([Indiana Department of Homeland Security](#)¹²) and to the Town of Avilla for [permits](#). The State of Indiana will issue a Design Release

¹² <https://www.in.gov/dhs/fire-and-building-safety/building-plan-review>

VACANT LOT OR PROPERTY continued

once their requirements have been met. The Design Release enables the Town of Avilla to issue a building permit once their requirements are met.

Inspections are required during construction for footings, electrical, and plumbing. The Avilla Town Manager will provide a contact for connecting to the Town of Avilla water, sewer, and electrical as needed, after the appropriate deposits have been paid.

The [building permit](#) is closed after a final inspection is passed and certificate of occupancy is issued.

With the properly zoned location established and the building prepared, the business can now open.

There are also guidelines on the sign a business can install which can be found starting on page 67 online and on page 59 printed of the [Avilla Zoning Ordinances](#).

START BUILDING LOCAL AWARENESS FOR YOUR BUSINESS

Invest in your business with the help of Avilla Area Chamber. As a member, you can reap the benefits of a grand opening or other milestone celebration, increased brand awareness, exclusive referrals and recognition as an expert in your industry, educational, marketing, and financial resources and connections, Certificate of Origin, job board and events announcements, community collaborations, sponsorships, engagement opportunities, and more!

Learn more about the Avilla Area Chamber and how you can become a valuable member. Be sure to download your copy of [10 Easy Ways To Market Your Business With An Avilla Chamber Membership](#)¹³, compliments of Avilla Chamber.

CLOSING YOUR BUSINESS

The Town of Avilla has no requirements for closing a business, other than shutting off the utilities if you do not own the property on which your business existed.

Be sure to formally close your business with the [Noble County Assessor's office](#), [State of Indiana](#), the [Internal Revenue Service](#), and with other entities that you have obligations with.

¹³<https://chamberofavilla.org/wp-content/uploads/2022/08/10-Easy-Ways-To-Market-Your-Business-With-An-Av-illa-Area-Chamber-Membership.pdf>