

# Town of Porter



*On Beautiful Lake Michigan*

December 10, 2021

Re: **Business Registration Form** – Porter, IN

Dear Business Owner,

The Town of Porter Municipal Code now requires all businesses operating in Porter to complete a **Business Registration Form** annually. This form shall be for a term of one calendar year, commencing January 1 and expiring December 31 of the same year. All business registration forms must be filed within 30 days of commencement of business activity and are required to be renewed on an annual basis no later than January 31 of each year. In the event the renewal is not done on a timely basis, the applicant shall be subject to being cited for violation of this article and fined \$75.00. ***Businesses will be issued a business license certificate for display.***

Registration is **\$40.00** and is intended for the purpose of protecting the public health, safety, and welfare of the community. Specifically, it was determined that the town's police and fire department will be able to better respond to an emergency situation if they know the specific type of business activities being conducted at a particular site. The term "business" shall include all commercial (whether wholesale or retail) operations as well as industrial enterprises engaged in the manufacture, processing or assembling of parts in the finished or unfinished products, and the repair or reconditioning of products, appliances, machines or other goods. The term "business" shall *not* include any commercial activity defined as a home based business under the town zoning ordinance. All ordinances are on file at Town Hall for review.

Please complete the enclosed Business Registration Form and return it as soon as possible to:

Clerk-Treasurer  
Town of Porter  
303 Franklin Street  
Porter, IN 46304

Thank you for your cooperation.

Sincerely,

Carol Pomeroy  
Clerk-Treasurer