

List of Assistance and Regulatory Agencies for Starting in the Nursery Business

COMMERCIAL HORTICULTURE • DEPARTMENT OF HORTICULTURE
PURDUE UNIVERSITY COOPERATIVE EXTENSION SERVICE • WEST LAFAYETTE, IN

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The following is a listing of Federal and Indiana state government agencies that regulate various activities involved in operating a landscape plant nursery. Some interaction with all of them is recommended early in the planning process for entering the nursery business. Also listed are professional nursery associations which can offer the beginning nursery operator excellent advice and training opportunities.

State & Local Agencies

Permit Assistance

Office of Regulatory Ombudsman
Indiana Department of Commerce
One North Capitol Avenue, Suite 700
Indianapolis IN 46204
(317) 232-7304 (800) 824 2476 (in Indiana)
Provides assistance with general licensing questions, fast answers from state, local, & federal agencies, mediation services, and research services for businesses.

Information on Incorporating

Corporate and UCC Division
Indiana Secretary of State
New Indiana Government Center
302 West Washington Street, Room E108
Indianapolis IN 46204
(317) 232-6576
Provides information and assistance including a guide to incorporation "Corporate Guide."

Chamber of Commerce

Check local listing of phone book
Can provide information on population demographics and additional resources for the city and surrounding area.

Taxation Information and Forms

Indiana Department of Revenue
Indiana Government Center North
100 N. Senate
Indianapolis IN 46204

Ordering Tax Forms
(317) 486-5103

Agriculture Sales Tax Exemptions
Sales Tax Section
(317) 233-4015

Indiana Corporate Income Tax Instructions
Corporation Tax Section
(317) 232-2189

Withholding Tax Information (State and County)
Withholding Tax Section
(317) 233-4016

Taxpayer Services Division
(317) 232-2240
Can provide further tax information and assistance, including capital investment incentives and criteria for exemption from gross income taxes.

Employee Safety and Labor Issues

Indiana Department of Labor
Information (800)-743-3333

Indiana Occupational Safety and Health Administration (IOSHA)
402 West Washington Street, Room W-195
Indianapolis IN 46204
(317) 232-2696
(317) 232-2688

Provides information on employer/employee rights and responsibilities and free consultation services on safety education and training.

Worker's Compensation Board
402 West Washington Street, Room W-196
Indianapolis IN 46204
(317) 232-3808

Unemployment Insurance Services
Indiana Department of Workforce Development
10 North Senate
Indianapolis IN 46204
(317) 232-6702
Outside Marion County
(800) 437-9136

Nursery Licensing, Inspection, and Certification

Indiana Department of Natural Resources
Division of Entomology & Plant Pathology
402 W. Washington Street, Room 290
Indianapolis IN 46204
(317) 232-4120

Nursery Dealer's License . A calendar year license is required by any person who buys nursery stock for resale or reshipping within the same year.

Inspection and certification of nursery stock sold or commercially shipped in Indiana are required to insure it free of serious pests or pathogens. To best benefit the nursery dealer the inspection process should begin upon receipt of materials for resale so that the inspectors can better assist in the certification process.

Pesticide Regulation and Training

Regulation Enforcement
Office of Indiana State Chemist and Seed Commissioner
1153 Department of Biochemistry
Purdue University
West Lafayette IN 47907-1153
(317) 494-1594

Pesticide Training for Commercial & Private Applicators
Purdue Pesticide Program
Department of Botany and Plant Pathology
1155 Lilly Hall of Life Science
Purdue University
West Lafayette IN 47907-1155
(317) 494-7779
You must be certified to purchase restricted use pesticides.

Pollution Prevention and Permits

Office of Pollution Prevention and Technical Assistance
Indiana Department of Environmental Management
105 South Meridian Street
Indianapolis IN 46204
(317) 232-8172

Zoning

Contact local city or county clerk for area regulations.

Federal Agencies

Federal Agency Assistance
Information Center (219) 883-4110
Provides answers to federal government questions and referral.

Taxation Information and Forms

U.S. Internal Revenue Service
Federal Tax Information
575 Pennsylvania Avenue
Indianapolis IN 46204
(317) 226-5477
Recorded information
(317) 631-1010

Federal Tax Form Requests
(800) 829-3676

Employee Safety and Labor Issues

U.S. Department of Labor
Labor, Wage, and Hour Division
429 N. Pennsylvania Avenue
Indianapolis IN 46204
(317) 226-6801

Occupational Safety and Health Administration
46 E. Ohio Street
Indianapolis IN 46204
(317) 226-7290
Can provide OSHA Handbook for Small Businesses (OSHA 2209) and Consultation Services (OSHA 3047).

Equal Employment Opportunity Commission
General Information
(800) 669-3362

Inspection and Quarantine Information

Animal and Plant Health Inspection Service
Plant Protection and Quarantine
Indianapolis International Airport
(317) 248-4381
Provides inspection of imported foreign materials.

Nursery Associations

American Association of Nurserymen Inc.
1250 I Street N.W., Suite 500
Washington DC 20006
(202) 789-2900

Indiana Association of Nurserymen
2536 Yeager Rd., Suite B
West Lafayette IN 47906
(317) 497-1100

Northwestern Indiana Nurserymen Association
Mr. Jerry Zelenka, Executive Secretary
P.O. Box 277
Hobart IN 46342-0277
(219) 942-3917

For more information on the subject discussed in this publication, consult your local office of the Purdue University Cooperative Extension Service.