



**BUSINESS LICENSE SUMMARY OF FEES
CITY OF GARY**

GENERAL BUSINESS LICENCE (GBL) FEES

All fees are set by the 2020 fee ordinance and are valid per calendar year. No fees are charged for nonprofit organizations with valid 501(c)(3) paperwork.

	New GBL	GBL Renewal
Building Inspection	\$100	n/a
Fire Inspection	included	n/a
Background check	\$15	n/a
License fee	\$150	\$100 (on time)

WHICH LICENSES, INSPECTIONS, AND DOCUMENTS DO I NEED?

GBL renewals	Typically need the application and any supplementary licenses
New GBL applications	Most applications require building and fire inspections and a background check
Home occupations (businesses with permission to operate on residential zoned properties)	<ul style="list-style-type: none"> - Submit a Home Occupation Addendum with a new GBL application - Day care facilities with a special use permit require building and fire inspections - Most other home occupations do not require building and fire inspections
Beverage and/or Food sales?	Require a Health License and Food Handler Cards for each employee
Background check?	<ul style="list-style-type: none"> - The applicant for a sole proprietor or other types of small businesses require a background check (to protect consumers from fraud or vulnerable populations from abuse) - LLC businesses will undergo a business standing check in lieu of a background check - Other licenses (not GBL) may require fingerprints (Pedder, Transient Merchant)
Submit a supplementary license if you: <ul style="list-style-type: none"> - Work as a Contractor - Run a dry cleaning business - Operate a fireworks stand - Work as a junk dealer - Operate a kennel - Run a hotel/motel - Sell beverages and/or food - Sell automotive vehicles 	Supplementary application with GBL: <ul style="list-style-type: none"> - Contractor - Dry cleaner certificate - Fireworks stand application - Junk dealer license - Kennel license - Hotel application - Health license/food handler card - New and used car dealer application



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GBL RENEWAL LATE FEE SCHEDULE

	Business starting with first letter A-K	Business starting with first letter L-Z	Itemized license fee	Total license fee
Renewal due date	Jan. 31	Feb 28(29)	\$100	\$100
Late 1-120 days	Feb. 1 - May. 31	Mar. 1 - Jun. 28	\$35	\$135
Late 121-240 days	Jun. 1 - Sept. 28	Jun. 29 - Oct. 26	\$50	\$150
Late 241-365 days	Sept. 29 - Jan. 30	Oct. 27 - Feb 27(28)	\$75	\$175
over 1 year			\$115	\$215
each additional year over 1 year			\$40 per year over 1 year	\$215 + \$40 per year over 1 year

SUPPLEMENTARY LICENSES ISSUED BY THE CITY WITH A GBL

Note: Supplementary licenses are only issued with the GBL, so apply for them both

Contractor - all types	\$120 new \$70 renewal	Late fee: add \$5 in February add \$15 March and after
Dry cleaner establishment certificate	\$50	
Firework stand	\$75	Per stand
Junk dealer license	\$50-\$250+	
Kennel license	\$50-\$150	Based on number of kennels
Hotel	\$50-\$500	Calculated by the number of rooms
Health Card	\$15	Per individual
Health License - renewal - late fee - temporary food business	\$300 \$250 \$50 \$30 \$60 \$90 \$150	New restaurant/retail business (includes inspections) For one week For two weeks For three weeks For 1 year
New and used car dealer - renewal (new cars) - renewal (used cars)	\$250 \$150-\$250 \$100-\$200	Based on the number of cars Based on the number of cars

ADDITIONAL LICENSES NOT ISSUED BY THE CITY TO INCLUDE WITH A GBL

Liquor license		Issued by the State of Indiana
Tobacco license		Issued by the State of Indiana



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OTHER LICENSES NOT REQUIRING A GBL

Pawnbroker	\$300	
Peddler	\$200	Includes \$15 fingerprint fee paid to the Police Dept.
Taxicab and Limousine - per vehicle - per driver	\$240 \$120 \$20	
Transient Merchant	\$200	Includes \$15 fingerprint fee paid to the Police Dept.
Scavenger license	\$150	Per truck
Sexually oriented business license - Employee license	\$500 \$120 \$60	New Renewal Per employee
Hotels and Motels	\$50-\$500	Based on the number of rooms
Flea market operator - per booth	\$300 \$50	Per year
Massage Parlors license - Masseur/Masseuse	\$250 \$125	Per year
Seasonal food permit (not to exceed 6 months)	\$150	Each vendor at an annual food mart / farmers market / truck, cart, stand
Temporary food permit (not to exceed 6 months)	\$50	i.e. festival vendors
School Cafeteria	\$110	Cafeterias that cook and sell food 2 inspections per year required

NOTES

The Zoning Department assesses whether the municipal code permits the proposed business activities on the property by-right. Some uses are permitted as a special use (a variance from municipal code). If not permitted by-right, the applicant can look for other locations, change the proposed business activities, or petition for a special use or use variance.

- Home-based occupations may not require building or fire inspections (Day care establishments on residential properties do require building and fire inspections). Check with the Zoning Department to confirm all needed inspections. Home based occupations require filling out a Home Occupation Addendum.
- Food trucks file for a Transient Merchant License.
- The camera ordinance requires that any business establishment operating between 10:00pm CT and 6:00am CT have operating cameras. Get a copy of the ordinance to ensure compliance with all of the criteria.
- Gas stations are required to have publicly accessible and operating bathrooms.