

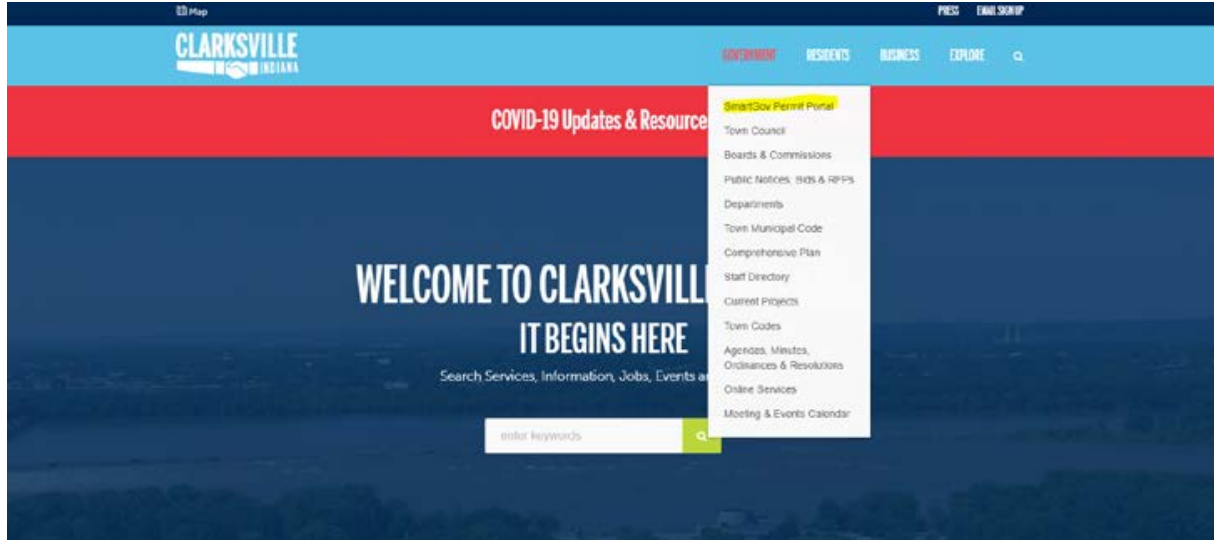
Step-by-Step Instructions to Register a Business on Smart-Gov for Clarksville Business Registry Program (Est. time: 10 minutes)



IT BEGINS HERE!

1. Go to www.townofclarksville.com

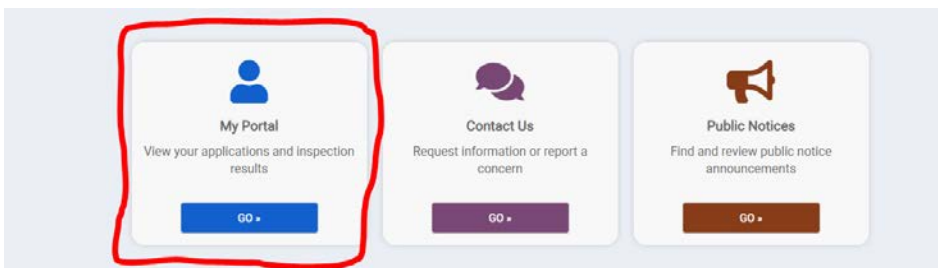
2. Click the "Government" tab at the top of the homepage and drag down to SmartGov Permit Portal (highlighted) or go to <https://www.townofclarksville.com/smartgov-permit-portal/>



3. Click Visit SmartGov Permit Portal Link



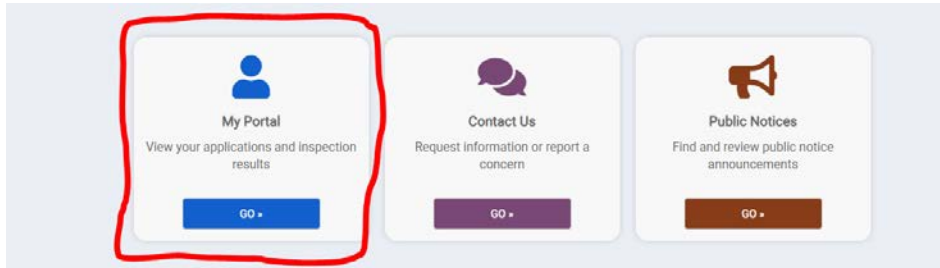
4. Click My Portal



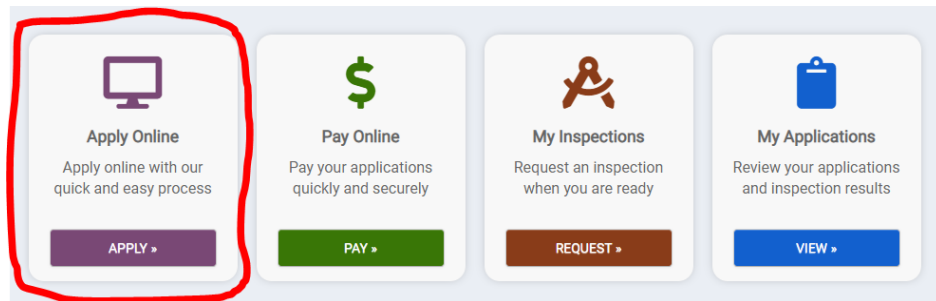
5. Sign up for SmartGov (if you haven't already) - you will receive an email to confirm your email address and contact info



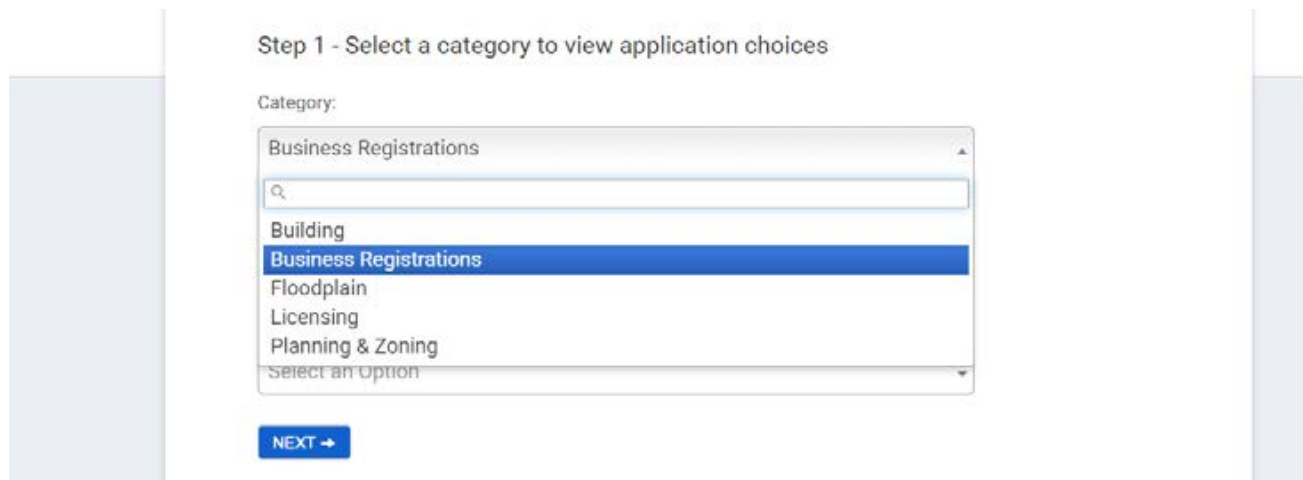
6. Click My Portal Again



7. Click Apply Online



8. Select "Business Registrations" from the dropdown list and then click NEXT



9. You do not need to provide any documents, just type in the name of your business and click NEXT

- 1 Type
- 2 Location
- 3 Details
- 4 Activities
- 5 Review

Start your application

All required documents must be uploaded after submitting your license application. Incomplete applications will not be processed.

- Review the "Submittals" section on the summary page after submitting your application.
- Click the "0 Files" link next to each submittal to upload the required documents.

*Business Registration applications do not require any additional documentation.

License Type:*

Doing Business As:*

Licensee: Nicolas Langford

10. Fill out the address (or parcel #) of your Clarksville business and click NEXT

- 1 Type
- 2 Location
- 3 Details
- 4 Activities
- 5 Review

Site location

All required documents must be uploaded after submitting your license application. Incomplete applications will not be processed.

- Review the "Submittals" section on the summary page after submitting your application.
- Click the "0 Files" link next to each submittal to upload the required documents.

*Business Registration applications do not require any additional documentation.

Address:

City:

State:

Zip Code:

[I want to enter a parcel # instead.](#)

11. Fill out the details for your business. Select the Type of Business and determine if you are exempt from paying a registration fee. Nonprofits and religious organizations are exempt from paying an annual fee. Early enrollees are granted either an annual waiver or a reduced fee, depending on when they sign up for the program. Fill out the details to the best of your ability, *if you enter false or inaccurate data your registration could be rejected*. Click NEXT once you are done filling out details about your business.

Type of Business:* RESTAURANT

Business exempt from registration fee?:* REAL ESTATE

Emergency Contact Name for Business:* RECORD STUDIO

Emergency Contact Phone for Business:* REFRIGERATION MFG

Additional Emergency Contact Name: REHABILITATION SERVICE

RESTAURANT

ROOFING COMPANY

Business exempt from registration fee?:* Yes. Business exempt from paying prop

Emergency Contact Name for Business:* No.

Emergency Contact Phone for Business:* Yes. Business exempt from paying property tax.
Yes. Business exempted from paying local business license fees or taxes by Federal or State constitution or law.
Yes. Entity registered with the Indiana Secretary of State as a not for profit corporation.

12. You do not need to provide any license information, click NEXT

- 1 Type
- 2 Location
- 3 Details
- 4 **Activities**
- 5 Review

Activities

No license activity information is required. Please press the NEXT button to continue.

← PREVIOUS NEXT →

13. You do not need to provide anything else. Review details about your business, then click SAVE AND CONTINUE

✓ SAVE AND CONTINUE

14. Your license registration request has been submitted. Check your email, you should have received a message showing your License status as pending. Save this email, over the next few days you can check on the status of your application by clicking the “VIEW” button.



Your license application has been received for

Nic's Bakery

License Status: Pending

Please check your application page to see if any additional actions are needed to process your application.

License #:	BIZ0002	License Type:	BUSINESS REGISTRATION
License Address:	2000 Broadway Clarksville, IN 47129	Contact:	[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

View

15. Once Staff has approved your application (it may take a few days), the View button will take you to a page that shows your application has been issued. This is where you can print your business registration.

BIZ0002 Business Registration

✉ Contact

Business:
Nic's Bakery
2000 Broadway St
Clarksville, IN 47129

Account Status: Valid
Current Application Status: Issued

Effective: 10/26/2020
Expires: 10/25/2021

Due Now:
\$0⁰

Print »

Additional fees may be required

16. Print and post your business registration.



www.townofclarksville.com/business

GRANTED TO

NIC'S BAKERY

The person, firm or corporation named above is granted this certificate pursuant to the provisions of the Town of Clarksville Ordinance No. 2020-G-10 to engage in, carry on or conduct the business, trade, calling, profession, exhibition or occupation described below. Issuance of certificate is not an endorsement, nor certification of compliance with other ordinances or laws of the Town of Clarksville, the State of Indiana or the United States, nor an assurance that the proposed use is in conformance with the Town of Clarksville's zoning regulations. This certificate is issued without verification that the taxpayer is subject to or exempt from licensing by the State of Indiana.

BUSINESS OWNER:
Fred

BUSINESS TYPE:
RESTAURANT

REGISTRATION #:
BIZ0002

EFFECTIVE DATE:
10/26/2020

EXPIRATION DATE:
10/25/2021

BUSINESS LOCATION:
2000 Broadway St
Clarksville, IN 47129