

How to Open a Business

A STEP BY STEP GUIDE

BETHEL, CONNECTICUT

Office of Economic Development
1 School Street, Bethel, CT 06801
(203) 794-8521
eddirector@bethel-ct.gov

Welcome! Thank you for your interest in opening or expanding a business in the Town of Bethel. Whether you are starting, purchasing, expanding or relocating your business, please use this guide to help you through the process.

The amount of paper work, detail and review is based upon the legal structure, type of business, complexity of the project and the property the business is located. You may be required to sequence your steps differently and may be required to file other state licenses, registrations or permits in addition to those mentioned below.

The Office of Economic Development is here to assist you. We can help you with permitting, financing, local site selection and information on business assistance programs. The Office of Economic Development can be reached at (203) 794-8521 or eddirector@bethel-ct.gov.

Federal and State Registration, Licensing and Permit Requirements

Visit <https://portal.ct.gov/DRS/myconneCT/myconneCT> for more information about state and federal requirements.

Local Requirements

Before you start the process, check with the Land Use/Planning & Zoning department to assure your place of business is zoned for the type of business you plan to open and any other considerations. The Land Use/Planning & Zoning department can be reached at 203-794-8578.

And, if leasing or buying property, please obtain a statement from the Tax Collector's office that all current taxes levied against the property have been paid in full and that there are no unreleased tax liens encumbering the property. The Tax Collector's office can be reached at 203-794-8509.

For your convenience, all departments are located in the C.J.H. Municipal Center at 1 School Street.

Here are some questions you should be prepared to answer before starting the permitting process:

1. Are you starting, purchasing, expanding or relocating a business?
2. What type of business are you?
3. What type of business structure (Corporation, Non-Profit Corporation, LLC, LLP, LP, General Partnership, Sole Proprietor)?
4. What does your business do?
5. Where will your business be located?
6. Will there be a change of use, changes to the property, interior renovations, new construction, additions or alterations?
7. Will you have employees?
8. Will you need business signage?

Checklist for Opening a Business

Please use this checklist to guide you through the permitting process. Once your business has completed the process, you will need to schedule the required inspections with the Land Use/Planning & Zoning, Health, Public Works and Building departments in order to receive your Certificate of Occupancy and conduct business on the property.

To expedite the permit process, we recommend you submit applications to the Land Use/Planning & Zoning, Health and Public Works departments simultaneously. Forms are available on-line or from the municipal offices.

Step	Requirement	Contact Information	Additional Information
1 <input type="radio"/>	Contact the Office of Economic Development https://www.bethel-ct.gov/departments/economic-development	Director of Economic Development Janice Chrzescijanek (203) 794-8521 eddirector@bethel-ct.gov	Business Incentive Program: https://www.bethel-ct.gov/economic-development/start-business
2 <input type="radio"/>	Complete an application for a Trade Name Certificate https://www.bethel-ct.gov/town-clerk/trade-names	Town Clerk's Office Lisa Bergh, CCTC (203) 794-8505 berghl@bethel-ct.gov	Sole Proprietors or Partnerships: To start a business under anything other than your real name. Existing Corporations or LLCs – To do business under a name other than your existing corporation or LLC name.
3a <input type="radio"/>	Complete and submit an application for a Zoning Permit https://www.bethel-ct.gov/filestorage/1190/136/146/158/Zoning_permit_1-8-10.pdf For business signage, complete and submit an application for a Sign Permit. https://www.bethel-ct.gov/filestorage/1190/136/146/158/sign_permit_8-6-10.pdf	Land Use Department, Planning and Zoning Nancy Lobalbo/Beth Cavagna (203) 794-8578 landuse@bethel-ct.gov Land Use Department, Inland Wetlands David McCollum (203) 794-8578 landuse@bethel-ct.gov	Does not apply to a home office as defined as a dwelling of occasional business use, or a home-based business involving non-resident employees and minimal visits to the premises by non-residents. Minor and Major Home Occupation home based businesses require a zoning or special permit. For more information, contact the Land Use department. If the property contains wetlands, review is required by the Inland Wetlands agent. In certain situations, a review may be required by the Inland Wetlands Commission.

Step	Requirement	Contact Information	Additional Information
<p>3b</p> <p>○</p>	<p>Complete and submit a Food Service Plan Review Packet for a Health Permit or a business proposal for Health signoff</p> <p>Food Service Plan Review Packet is for any business serving, selling, preparing or providing food and/or beverage to the public (restaurant, convenience store, grocery store, delicatessen, *bakery, cafeteria): https://www.bethel-ct.gov/health/food-service/public</p> <p>Business Proposal is for new or existing business, construction, expansion, relocation or renovation: https://www.bethel-ct.gov/filestorage/1190/136/144/Business_Proposal_11-19-13.pdf</p>	<p>Health Department Diana Miska/Laura Vasile (203) 794-8539 bhdadminassist@bethel-ct.gov</p>	<p>Nail Salons/Hair Dressers/ Day Spas: Complete and submit a nail salon business proposal. https://www.bethel-ct.gov/health/beauty-salons</p> <p>*Home Bakery/Home Catering on a residential property must have an approved commercial kitchen separate from all living areas. Contact CT Department of Consumer Protection at (860) 713-6160 for additional State requirements that may apply. For more information, go to: https://www.bethel-ct.gov/health/food-service/public</p> <p>Child Care/Day Care: All child day care centers, group day care homes and family day care homes must apply to the State of Connecticut for a state license. For more information on state licensing, go to www.ct.gov/dph or call (800) 282-6063. Once a state license is approved, the BHD will inspect the premises and issue a Certificate to Operate. The Bethel Health Department does not inspect nor issue a Certificate to Operate for Family Day Care Homes. For more information, go to: https://www.bethel-ct.gov/health/daycare-licensing</p>
<p>3c</p> <p>○</p>	<p>When applicable, obtain new construction plan approval https://www.bethel-ct.gov/filestorage/1190/136/394/Public_Works_Approval_Process.pdf</p> <p>When applicable, complete and submit a driveway, erosion, sewer, and/or water hookup permit application. These applications can be found in the Public Works department.</p>	<p>Public Works Department Kathy Galbis/Eric Swenson (203) 794-8549 publicworks@bethel-ct.gov</p>	<p>In instances of new construction, sewer/water, driveway, road opening, and drainage/grading review.</p>

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4 ○	<p>Complete and submit a Building Permit application</p> <p>https://sites.google.com/bethel-ct.gov/bethel-building-department/municipality-start-page?pli=1</p>	<p>Building Department Jolene Drukker/Chris Baldwin (203) 794-8517 drukkerj@bethel-ct.gov</p> <p>Fire Marshal Thomas Galliford (203) 794-8518 gallifordt@bethel-ct.gov</p>	<p>Application must be accompanied by two sets of plans that include minimum aisle widths, exit doors, emergency lights, exit signs, type of use, and occupancy total. Depending on the size of the project, stamped plans from an architect may be required.</p> <p>All mechanical subcontractors are required to be licensed in Connecticut and sign off for all work they do prior to the issuance of a building permit.</p> <p>Obtain a certificate of insurance for workers' compensation coverage or a sworn notarized affidavit that the agent will require proof of workers' compensation insurance for all those working on the job site.</p> <p>Review plans for additions, alterations, and new construction of commercial business and dwellings of three or more apartments to see that they comply with the State Fire Safety Code.</p>

Personal Property Declarations

All business owners must declare with the Assessor, every November 1st, a Personal Property Declaration listing all of the property used in the course of conducting their business. For more information, go to <https://www.bethel-ct.gov/assessors-office/personal-property-declaration>

Assessor's contact information: Izzy Hirt, (203) 794-8507, MunicipalAssessor@bethel-ct.gov, or <https://www.bethel-ct.gov/departments/assessors-office>

Resource	Website
Bethel's Office of Economic Development	https://www.bethel-ct.gov/departments/economic-development
Bethel Chamber of Commerce	https://www.bethelchamberofcommerce.com/
Small Business Development Center - SBDC	https://ctsfdc.uconn.edu/
Women's Business Development Council - WBDC	https://ctwbdc.org/
AdvanceCT	https://www.advancect.org/
CT Department of Economic and Community Development – DECD	https://portal.ct.gov/DECD
SCORE	https://www.score.org/
Small Business Administration - SBA	https://www.sba.gov/