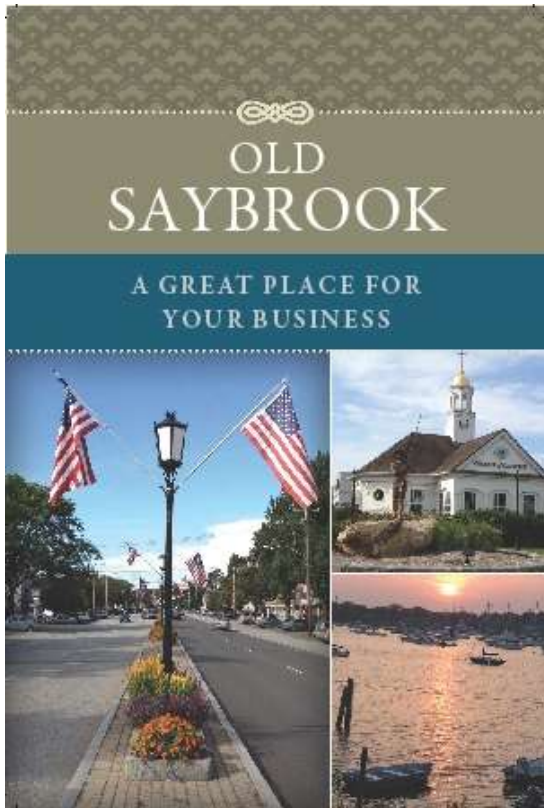




## New Business Guide



Thank you for choosing Old Saybrook as your business location.

We're here to help you navigate the process of opening your business in town. This guide will help you get the process started.

For additional information, contact the following offices:

Economic Development (860) 395-3139

Land Use (860) 395-3131

Whether your business is home-based, retail, internet-based or industrial, applying for and receiving all of the appropriate certificates and permits **BEFORE** opening your business will ensure a smooth start.

# Dos and DON'Ts

## **DO**

**CONTACT US!** We're here to help you navigate the process of opening your business to make it as easy as possible.

Jennifer Donahue, Economic Development  
860-395-3139 or  
Jennifer.Donahue@OldSaybrookCT.gov

## **DON'Ts**

**DON'T SIGN THAT LEASE** or purchase property for your business until you visit our Land Use Department. We want you to succeed and ensuring your location is zoned for the type of business you plan to open is an important first step.

### **DON'T BUY THAT SIGN**

Old Saybrook has Design Standards and Zoning Regulations for signs. All signs must be reviewed and approved prior to installation.

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# New Business Checklist

**ALL NEW BUSINESSES** must submit the following certificates and permits **PRIOR TO OPENING**. In some cases, businesses may be required to submit additional Certificates and Permits. The Offices indicated will let you know if additional certificates and permits are required.

Allow 4-6 weeks for the permitting process. If additional Certificates and Permits are required, the process may take longer.

Certificate/Permit		Fees
<input type="checkbox"/>	Submit Certificate of Zoning Compliance (CZC) and Sign CZC Business Package* to the Land Use Department	\$ 100
<input type="checkbox"/>	Obtain permits from the <b>Dept. of Health's</b> Connecticut River Area Health District (CRAHD)* at CRAHD Offices	\$100
<input type="checkbox"/>	File <b>Trade Name</b> Certificate with Town Clerk	\$ 10
<input type="checkbox"/>	Obtain permits from the Building Department (if required)	TBD
<input type="checkbox"/>	Obtain permits from the Fire Marshal (if required)	TBD

**\* Additional Certificates, Permits and Fees may be required. Contact the Land Use Office for more information, (860) 395-3131.**

# Certificates of Zoning Compliance

The Town of Old Saybrook has [Zoning Regulations](#) that identify approved, special exception and prohibited uses for specified areas throughout the town. A Certificate of Zoning Compliance (CZC) certifies that your business has received approval to operate in the location identified on the certificate. Approval of a CZC is contingent upon approval from the [Connecticut Area Health District \(CRAHD\)](#) for you to operate your business in the location identified. Land Use Office staff can assist you through this process.

In addition, the town requires a Sign CZC that certifies the signs for your business meet the [Design Standards](#) for Signs contained in the Zoning Regulations.

**ALL BUSINESSES** operating in the Town of Old Saybrook **MUST** have a **CZC** and a **Sign CZC** approved by the Land Use Office. Both certificates must be submitted to the Land Use Office at the same time.

Additional certificates and permits may be required. After reviewing your CZC and Sign CZC, the Land Use Staff will advise you if additional certificates and permits are required.

**Fees:** \$100 (check made payable to "Town of Old Saybrook")  
\$100 (check made payable to "CRAHD")

**Contact:** Land Use Department (860) 395-3131  
<https://www.oldsaybrookct.gov/land-use>  
Office Hours Mon-Fri, 9:00-4:00

# Trade Name Certificate

Section 35-1 of the Connecticut General Statutes requires any person(s) doing business in Connecticut to file a Trade Name Certificate with the "Town Clerk in the town in which the business is located." The prescribed form must be legible, notarized (or signed in the presence of the Town Clerk) and presented to the Town Clerk's office for filing. Once filed and recorded by the Town Clerk, you will receive a certified copy for your records.

Failure to file a Trade Name Certificate results in a \$500.00 fine.

The [Trade Name Certificate](#) (also referred to as a Fictitious Trade Name Certificate) can be found on the Town Clerk webpage.

**Fee:** \$10.00 (cash or check made payable to "Town Clerk")

**Contact:** Town Clerk (860) 395-3135  
<https://www.oldsaybrookct.gov/town-clerk>  
Office Hours Mon-Fri, 8:30-4:30

# Building and Fire Permits

The Land Use Office will review your Certificate of Zoning Compliance and let you know if additional permits are needed. Contact the Building Department and Fire Marshal directly with questions.

**Building Department** (860) 395-3130 or  
<https://www.oldsaybrookct.gov/building>

**Fire Marshal** (860) 395-3133 or  
<https://www.oldsaybrookct.gov/fire-marshal>