



Welcome to Old Saybrook!

New Business Packet

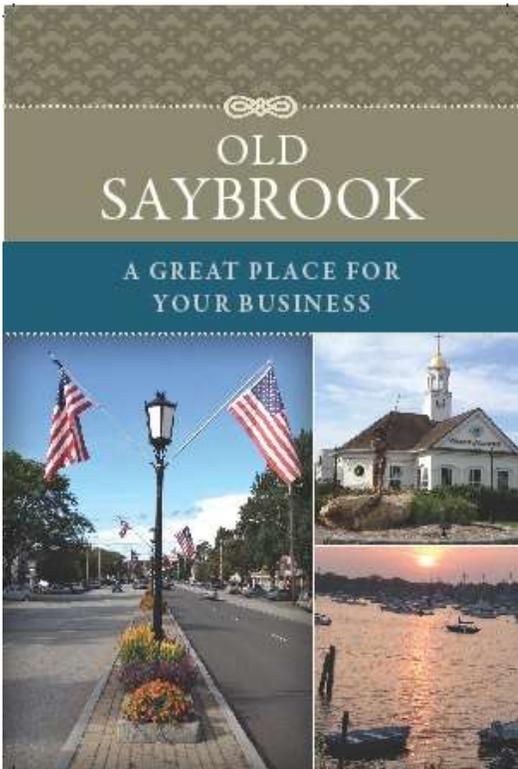
Thank you for choosing Old Saybrook as your business location.

We're here to help you navigate the process of opening your business in town. This packet 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 smoother 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.

Susie Beckman, Economic Development
 860-395-3139
Susan.Beckman@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 CHECK LIST

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	2016 Fees
<input type="checkbox"/> Submit Certificate of Zoning Compliance & Statement of Use Form* to the Land Use Department	\$ 85
<input type="checkbox"/> Obtain permits from the Dept. of Health’s Connecticut River Area Health District (CRAHD)* at CRAHD Offices	\$100
<input type="checkbox"/> Submit Application for Certificate of Zoning Compliance for Signs & Project Design Review to the Land Use Department	\$ 85
<input type="checkbox"/> File Trade Name Certificate with Town Clerk	\$ 5
<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.

The Town of Old Saybrook has Zoning Regulations that identify approved, special exception and prohibited uses for different zones throughout the town.

ALL BUSINESSES operating in the Town of Old Saybrook **MUST** have a Certificate of Zoning Compliance* & Statement of Use approved by the Land Use Office. This certifies that your business has received approval to operate in the location on the certificate.

Additional certificates and permits may be required. After reviewing your Certificate of Zoning Compliance* & Statement of Use, the Land Use Staff will advise you if additional certificates and permits are required.

2016 Fees: \$85 (check made payable to "Town of Old Saybrook")
 \$100 (check made payable to "CRAHD")

Contact: Land Use Department (860) 395-3131
 Office Hours Mon-Fri, 9:00-4:00
 http://www.oldsaybrookct.org/Pages/OldSaybrookCT_Land/index

*Completing the Certificate of Zoning Compliance includes getting approvals from the Connecticut River Area Health District (CRAHD). Visit the Land Use Department and we will guide you through the process.

The purpose of Design Review is to protect the character of Old Saybrook. The Design Review process considers the “character” of improvements to existing buildings and new construction including: building scale and massing; materials; parking; pedestrian walkways; landscaping; **signs**; and lighting.

Once the Zoning Officer has signed the Certificate of Zoning Compliance & Statement of Use and any other required forms, you may apply for a Certificate of Zoning Compliance for Signs by filling out the Design Review Application.

The Architectural Review Board (ARB) will review the application and you or your representative will attend an ARB meeting to present your building design plans and/or sign designs.

Additional information about the ARB and the Town’s Design Standards are attached and can be reviewed online:

http://www.oldsaybrookct.org/Pages/OldSaybrookCT_ARB/Index

2016 Fee: \$85 (check made payable to “Town of Old Saybrook”)

Contact: Land Use Department (860) 395-3131
Office Hours Mon-Fri, 9:00-4:00

http://www.oldsaybrookct.org/Pages/OldSaybrookCT_Land/index

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.

2016 Fee: \$5.00 (cash or check made payable to “Town Clerk”)

Contact: Town Clerk (860) 395-3135
Office Hours Mon-Fri, 8:30-4:30
http://www.oldsaybrookct.org/Pages/OldSaybrookCT_clerk/index

*Failure to file a certificate results in a \$500.00 fine.

Contact the Building Department and Fire Marshal to determine if any permits are required for your business.

Building Department (860) 395-3130 or Don.Lucas@OldSaybrookCT.gov

Fire Marshal (860) 395-3133 or Donn.Dobson@OldSaybrookCT.gov