Secure Permits and Licenses

A. Local Permitting

Approval

NCDC | 860.887.6964

Zoning | 860.823.3766

Building | 860.823.3766

Fire | 860.887.2780

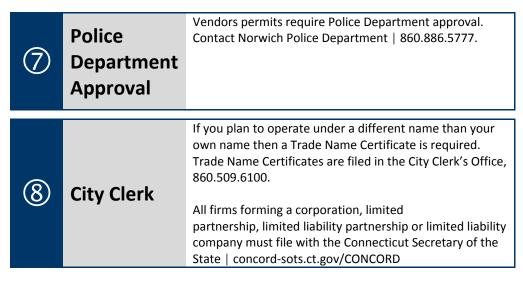
NPU | 860.887.2555

Health | 860.823.1189

Detailed contact information is provided throughout this guide

1	Preliminary Discussion	Prior to selecting your business location you may wish to contact the City's economic development team, Norwich Community Development Corporation (NCDC). They will help you identify available sites and provide liaison services for you and the various city agencies.
2	Zoning Approval	 The scope of your project will dictate the permit requirements from the City's Zoning Authority. What are you proposing: Are you building a new facility, or adding on to a facility? If yes, check with the City Planner to identify the permit requirements for new construction. Are you proposing to use an existing facility or remodeling? If yes, follow steps 3, 4, 5, 6, 7 and 8. There are different requirements for each of these approaches.
③ ④	Building and Fire Marshal Approval	 The scope of your project will dictate the permit requirements from the Building Official and Fire Marshal. What are you proposing: Using an existing building, but changing the use that is in the building? If yes, A change of use requires review by the Building Official and Fire Marshal. Interior renovations? If yes, interior renovations require review by the Building Official and Fire Marshal. A change of user? The current facility is used as an office and you are going to use it as an office with no changes? If yes, follow steps 5, 6, 7 and 8.
(5)	Public Utility Approval	Norwich Public Utilities (NPU) manages utility services in Norwich. Contact the NPU Project Coordinator to arrange for utility connections. Sewer Capital Connection Fee and Utility Deposits must be paid prior to building occupancy.
6	Health Department	The Uncas Health Department manages health and safety in Norwich. Permits are required if you are planning to: • Prepare or serve food, or • Make modifications to the wastewater system

Contact the Uncas Health Department for detailed information about their permit requirements.



B. State Permitting

	Department	Sales and Use Tax Permit
	_ •	
(1)	of Revenue	860.297.4900 ct.gov/drs
	Services	
	ct.gov/drs	
		Employer ID
	Department	Unemployment Compensation
(2)	Department	
	of Labor	860.263.6000 ctdol.state.ct.us
		All firms forming a corporation, limited
		• .
<u> </u>	Secretary of	partnership, limited liability partnership or limited liability
3	•	• .
3	Secretary of State	partnership, limited liability partnership or limited liability company must file with the Connecticut Secretary of the
3	•	partnership, limited liability partnership or limited liability company must file with the Connecticut Secretary of the
3	•	partnership, limited liability partnership or limited liability company must file with the Connecticut Secretary of the State. 860.509.6100 concord-sots.ct.gov
3	State	partnership, limited liability partnership or limited liability company must file with the Connecticut Secretary of the State. 860.509.6100 concord-sots.ct.gov Connecticut Economic Resource Center, Inc. (CERC), a
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34	State Economic Resource	partnership, limited liability partnership or limited liability company must file with the Connecticut Secretary of the State. 860.509.6100 concord-sots.ct.gov Connecticut Economic Resource Center, Inc. (CERC), a nonprofit corporation and public-private partnership that provides economic development services consistent with state strategies, leveraging Connecticut's unique
34	State	partnership, limited liability partnership or limited liability company must file with the Connecticut Secretary of the State. 860.509.6100 concord-sots.ct.gov Connecticut Economic Resource Center, Inc. (CERC), a nonprofit corporation and public-private partnership that provides economic development services consistent with

Special Licensing

There are many types of businesses that need special licenses to operate. These include:

Catering Permit - Uncas Health District | 860.823.1189

Day Care – Uncas Health District | 860.823.1189

Food handling permit – Uncas Health | 860.823.1189

Home-based Business - Zoning | 860.823.3766

Liquor License (CT DCP) | 860.920.6500

Outdoor Dining - Uncas Health District | 860.823.1189

Outdoor Entertainment - Zoning | 860.823.3766

Professional Regulation - e.g., appraiser, architect, electrician (CT Department of Consumer Protection) | 860.713.6135

Salon - Uncas Health District | 860.823.1189

Vendor Permit - Norwich Police Department | 860.886.5777

Weights and Measurement License (CT Department of Consumer Protection) | 860.713.6135

Purpose of an Employer Identification Number

Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries).

C. Federal Permitting

Internal Revenue Service irs.gov end-of-year tax impacts.

Obtain your federal tax information. The Internal Revenue Service (IRS) has application forms available online for a federal employer ID number (EIN) and federal taxes.

IRS Form SS-4 is required if you plan to have employees. You will be required to make regular payments for social security and employee withholding tax. If you are a sole proprietor and expect to owe \$1,000 or more in personal income tax, then it is recommended that you file estimated quarterly payments to minimize the

The IRS conducts workshops and courses geared to small businesses.

PRO TIP

Meetings are great. However, it is easy for miscommunications to happen when verbal information is presented. When possible, get responses in writing. It will provide you with a chance to reflect upon the information, and perhaps identify additional questions that you need answered.