

A. Local Permitting

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: <ul style="list-style-type: none"> • Are you building a new facility, or adding on to a facility? <i>If yes, check with the City Planner to identify the permit requirements for new construction.</i> • Are you proposing to use an existing facility or remodeling? <i>If yes, follow steps 3, 4, 5, 6, 7 and 8.</i> 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: <ul style="list-style-type: none"> • Using an existing building, but changing the use that is in the building? <i>If yes, A change of use requires review by the Building Official and Fire Marshal.</i> • Interior renovations? <i>If yes, interior renovations require review by the Building Official and Fire Marshal.</i> • 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? <i>If yes, follow steps 5, 6, 7 and 8.</i>
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 Approval	The Uncas Health Department manages health and safety in Norwich. Permits are required if you are planning to: <ul style="list-style-type: none"> • Prepare or serve food, or • Make modifications to the wastewater system Contact the Uncas Health Department for detailed information about their permit requirements.

7	Police Department Approval	Vendors permits require Police Department approval. Contact Norwich Police Department 860.886.5777.
8	City Clerk	<p>If you plan to operate under a different name than your own name then a Trade Name Certificate is required. Trade Name Certificates are filed in the City Clerk's Office, 860.509.6100.</p> <p>All firms forming a corporation, limited partnership, limited liability partnership or limited liability company must file with the Connecticut Secretary of the State concord-sots.ct.gov/CONCORD</p>

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

B. State Permitting

1	Department of Revenue Services ct.gov/drs	Sales and Use Tax Permit 860.297.4900 ct.gov/drs
2	Department of Labor	Employer ID Unemployment Compensation 860.263.6000 ctdol.state.ct.us
3	Secretary of State	<p>All firms forming a corporation, limited partnership, limited liability partnership or limited liability company must file with the Connecticut Secretary of the State.</p> <p>860.509.6100 concord-sots.ct.gov</p>
4	Economic Resource Center	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 advantages as a premier business location. 860.571.7136 cerc.com

- 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

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Internal Revenue Service

[irs.gov](https://www.irs.gov)

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 end-of-year tax impacts.

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.