



Town of Woodbury

Land Use Office

PHONE: 203-263-3467

www.woodburyct.org

NEW BUSINESS or NEW TENANT

Process for a Change of Business or New Tenant

As a new business owner (or a business that will be relocating), this information is provided to help you understand the process required for a Zoning Permit **before** opening your business. This process applies to any change of business or new tenant.

- Visit our office (281 Main Street South, Shove building M-F 8:00 a.m. – 4:00 p.m.) and pick up the pre-application form and the Zoning Application (no fee is collected).
- Obtain a letter from the property owner giving approval for you to operate the business and describing the business (including, but not limited to: type of business, number of employees, hours, signage, parking, lighting, clients etc. – be as complete as possible). This will ensure that the owner and our office all understand what you will be doing. The building owner will also provide proof of interest in the property (for example, a copy of the Assessor's card).
- Find out if the property is within the Historic District. This may require an application to the Historic District Commission for a Certificate of Appropriateness.

Contact and obtain signatures from the following Town Departments:

- **Fire Marshal** (Janet Morgan 203/263-3100), an inspection or permit may be required.
- **Building Inspector** (Gary Testa 203/263-5717) regarding your proposed business. Any structural (interior or exterior), Electrical or Plumbing changes require a Building Department permit.
- **Pomperaug District Department of Health** (203/264-9616) about your proposed business. A permit or inspection may be required before your business opens.
- **Assessor** (203/263-2435) to register your business and for a Personal Property Form.
- **Town Clerk** (203/263-2144) to fill out a Trade Name Certificate.

A signature is required from all of the above Departments before submission of the Land Use form

- Submit the pre-application form with all supporting documents to the Land Use Office.
- When you submit the form and supplemental materials, request to be on the next the Zoning Commission meeting agenda under "other business" at the next available meeting (second Tuesday of the month. Plan to attend the meeting to answer any questions. The Commission will decide if further information or an application to the Commission is needed.
- The Zoning Commission may authorize the ZEO to issue a permit. In such instances, the ZEO will review the materials provided for compliance with the Zoning Regulations, prior to issuance of a permit.
- Any new signs will need a permit from Zoning and the Building Department. This takes place after the Zoning Permit is issued.

***Congratulations on deciding to open or relocate
a business in Woodbury.***

***We wish you every success and we will be happy to assist you
during the process!***

This area for office use only:

Date: _____

Business Address: _____

(Please include suite number if applicable)

Map No. _____ Lot No. _____

Zone: R-40 OS-60 OS-80 OS-100 GA MSD PI EE MQ HD

Total Square Feet of Building _____ Square Feet Occupied by New Business _____

Name of Owner: _____

Phone Number: _____ E-Mail: _____

Owner's Address: _____

Name of Tenant: _____

Name of Business/DBA: _____

Phone Number: _____ E-Mail: _____

Tenant's Address: _____

Detailed Description of Business to be Conducted at this Location (*Include Hours & Days of Operation, Number of Employees, etc.*):

Name of Previous or Current Business Occupying the Space:

Describe all Proposed Exterior and Sign Changes; Attach Plans and Photos if Available:

(If new Signage, Permanent Sign Application Required)

Parking Requirements: _____

Please List All Prior Land Use Approvals:

Signature of Owner: _____

An agent letter may be submitted. Proof of ownership, such as a copy of the Assessor's card is required.

Please have signatures from ALL departments listed below before submission to the Land Use Office.

REQUIRED SIGNATURES

Department	Date	Signature/Comment
Fire Marshal		
Building Official		
Pomperaug Health District		
Assessor		
Town Clerk		