



## The Process for a Change of Business or New Tenant Now Available On-Line

<https://woodburyct.viewpointcloud.com/>

**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!**

- Visit our website at [www.woodburyct.org](http://www.woodburyct.org) or call our office at (203)263-3467 for detailed information on regulations and permitting requirements.
- 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 Field 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 (signs, parking, exterior architectural changes).
- Contact the Town Clerk (203/263-2144) - The business requires a Trade Name Certificate issued by the Town Clerk.

### **APPLY USING VIEWPOINT ONLINE PERMITTING**

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#### **The following Town Departments will be reviewing your application:**

- **Fire Marshal** (Janet Morgan 203/263-3100) An inspection or permit may be required.
- **Building Official** (Gary Testa 203/263-5717) The Building Official needs to be informed of your business to be sure all building codes are met. Any structural (interior or exterior), electrical or plumbing changes require permits.
- **Pomperaug District Department of Health** (203/264-9616 ▪ [www.pddh.org](http://www.pddh.org) ▪ 77 Main Street N, Playhouse Corner – Ste. 205, Southbury, CT 06488) The Health District needs to be informed of your business to be sure required codes are met. An inspection or permit may be required before your business opens.
- **Assessor** (203/263-2435) The business needs to be registered and a Personal Property Form should be issued by the Assessor's Office.

Once you submit your application and supplemental materials, your application will be reviewed. A further review by the Zoning Commission may be required. Any sign changes will also require Permits. A sign permit can be obtained simultaneously using the on-line permitting system.