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

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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 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 • 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.