



The Process for a Change of Business or New Tenant 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 the Land Use 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 ONLINE PERMITTING
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The following 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.
- **Housatonic Valley Health District** 203.264.9616 ▪ www.hvhdc.gov ▪ 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.