



Burlington, CT 06013

Economic Development Commission

How To Start A Business In Town

CT.gov offers a personalized, in-depth checklist for new businesses based on a survey. This checklist does not include how to get approval from the Town of Burlington, however. [Start a New Business Checklist \(ct.gov\)](#)

The following is a chronological checklist to help you create and register your new business in Burlington, CT. Following the order and instructions below will help you best create your new business in a timely manner with minimal setbacks.

- ☐ **Choose a business name**
- ☐ **Choose a business address**
- ☐ **Get approval for your business and its location from the Town of Burlington, CT**
 - ☐ **Economic Development Commission (EDC)**, www.burlingtonct.us/economic-development-commission
The EDC provides supportive, informational resources and assistance to existing and prospective Burlington, CT businesses. The appointed commission of seven Burlington, CT residents meets monthly on the second Monday at 7:00pm via Zoom teleconferencing. Meetings are open to the public. **Email:** edc@burlingtonct.us
 - ☐ **Zoning Enforcement Officer (ZEO)** www.burlingtonct.us/building-department
All businesses within the Town are required to obtain a zoning permit. This is to ensure that the business conforms to the Zoning Regulations. In some cases a special permit is required, and the ZEO can assist you in approaching the PZC for one. **Phone:** 860-673-6789 Ext. 6
 - ☐ **Fire Marshal** www.burlingtonct.us/fire-marshal
This office can advise you of the fire protection requirements, even for a business in a residential home. If necessary, they will review your plans and provide required approvals. **Phone:** 860-673-6789 Ext. 250
 - ☐ **Water Pollution Control Authority (WPCA)** www.burlingtonct.us/water-pollution-control-authority
Contact the Land Use Office to determine whether your business is connected to the town sewer. If your business is connected, or will be required to connect, the WPCA will advise you of the appropriate regulations that will affect your business. **Phone:** 860-673-6789 Ext. 6
 - ☐ **Bristol Burlington Health District (BBHD)** www.bbhd.org
BBHD is available Tues & Thurs 9:00am – 12:00pm in the Burlington Land Use Office or M - F, 8:00am – 4:00pm at 240 Stafford Ave., Bristol, CT 06010. This is the local health department for the Town of Burlington. BBHD is responsible for licensing and/or regulating of activities such as Bed & Breakfast, Day Care, Food Service, sewage disposal, and installation & maintenance of wells, as required by the Connecticut General Statutes, the Connecticut Public Health Code and local (District) regulations. **Phone:** 860-584-7682
 - ☐ **Building Inspector** www.burlingtonct.us/building-department
If you intend to construct a new structure, add to existing structures or make any modifications to structures, including residential homes, visit the Building Inspector's office, located in the Land Use Office in Town Hall. They will provide you with a complete checklist of regulations, a schedule of applicable fees, permits required and the procedure for inspections. **Phone:** 860-673-6789 Ext. 6
 - ☐ **Town Clerk** www.burlingtonct.us/town-clerk
After completing the above steps, you are now ready to obtain your "Trade Name Certificate" as required by State law. This form is downloadable online at: <https://www.burlingtonct.us/town-clerk/pages/trade-name-certificates>
The fee to record this certificate is \$20.00. **Phone:** 860-673-6789 Ext. 2



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...Get approval for your business and its location from the Town of Burlington, CT (*continued*)

- ☐ **Tax Assessor** www.burlingtonct.us/tax-collector

On October 1st of each year, personal property declarations are sent to each business in Burlington by the Assessor's Office. Each business, including home-based business, must declare all furniture, fixtures and equipment used to operate their business. The Assessor's Office, located in Town Hall, can assist you in completing the declaration(s). **Phone: 860-673-6789 Ext. 3**

- ☐ **Record your NAICS code (associated w/ business category)**

- ☐ **Register your Proprietorship / LLC with the Secretary of State**

- ☐ Business email address
- ☐ Business physical address
- ☐ Your NAICS code and subcode
- ☐ Business or individual identified as "Agent"

(Anyone who can receive documents from the state of CT, and no law degree is required)

- ☐ **Create Operating Agreement**

- ☐ **Register a Trade Name (DBA) [optional]**

- ☐ **Obtain Federal Employer Identification Number (EIN)**

[How to Apply for an EIN | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/apply-for-ein)

- ☐ **Register with the CT Department of Revenue Services (DRS)**

- ☐ **Register for Income Tax Withholding (only if employing others)**

- ☐ **Complete an Employer Status Report for Unemployment Compensation**
Form UC-1A

- ☐ **Register for CT Paid Leave (CTPL) Program**

<https://www.ctpaidleave.org/>

- ☐ **Register for CT Retirement Security Authority (CRSA)**

[Home - MyCTSavings](https://www.myctsavings.com/)

Completion of this checklist puts you in a position to open for business. Consider joining the Burlington Chamber of Commerce to take advantage of their networking and marketing resources.

Burlington, CT Chamber of Commerce: www.burlingtonctchamber.org

Thank you,

The Economic Development Commission



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How To Start A Business In Town

Quick Links & Contact Info:

CT.gov Portal

<https://portal.ct.gov/>

CT.gov Business

https://business.ct.gov/?language=en_US

CT.gov New Business Checklist

https://service.ct.gov/business/s/start-new-business-checklist?language=en_US

Town of Burlington, CT

www.burlingtonct.us

860-673-6789

Economic Development Commission

www.burlingtonct.us/economic-development-commission
edc@burlingtonct.us

Building Department

www.burlingtonct.us/building-department
860-673-6789 Ext. 6

Fire Marshall

www.burlingtonct.us/fire-marshal
860-673-6789 Ext. 250

Water Pollution Control Authority (WPCA)

www.burlingtonct.us/water-pollution-control-authority
860-673-6789 Ext. 6

Bristol-Burlington Health District

www.bbhd.org
860-584-7682

Burlington, CT Chamber of Commerce

www.burlingtonctchamber.org
president@burlingtonctchamber.org