



## Town of Burlington Economic Development

200 Spielman Highway • Burlington, CT 06013-1735 • 860-673-6789

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### Start A Business in Burlington

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#### **Zoning Officer 860.673.6789 Ext. 6**

All businesses within the Town are required to obtain a zoning permit. This is to ensure that the business conforms to the Zoning Regulations.

- Certain businesses may only need to notify the Land Use Office of their intentions and may receive approvals or sign off on Trade Name Certificate from the Land Use Office.
- Other businesses may be required to obtain Planning & Zoning Commission approval. You will be provided with the appropriate checklist and fee schedule.

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#### **Fire Marshal 860.673.6789 Ext. 250**

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.

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#### **Water Pollution Control Authority 860.673.6789 Ext. 6**

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.

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#### **Bristol Burlington Health District (BBHD) 860.584.7682**

BBHD is available Tues & Thurs 9-12n in the Burlington Land Use Office or M - F, 8am - 4pm 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. Additional facts and forms are available at the BBHD website, [www.bbhd.org](http://www.bbhd.org).

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#### **Building Inspector 860.673.6789 Ext. 6**

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 check list of regulations, a schedule of applicable fees, permits required and the procedure for inspections.

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#### **Town Clerk 860.673.6789 Ext. 2**

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 \$10.00.

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#### **Tax Assessor 860.673.6789 Ext. 3**

On October 1<sup>st</sup> 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 form.

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#### **Economic Development Consultant (EDC) 860.806.9555**

The Town's Economic Development Consultant is in the Land Use Office in Town Hall on Wednesdays. He maybe reached by e-mail: [kbielmeier@cerc.com](mailto:kbielmeier@cerc.com) or phone, to set-up a meeting or offer assistance.