

## OPENING A BUSINESS CHECKLIST

### ***Northeast District Department of Health***

69 South Main Street

Brooklyn, CT 06234

Phone: 860-774-7350

Fax: 860-774-1308

NDDH is a regional health department responsible for licensing and/or regulation of activities including Bed & Breakfasts, day care, food service, hair & nail salons in addition to septic and well permits, etc.

### ***Town Planner / Zoning Enforcement***

***Officer*** 860-963-2128 x332

All businesses in town need a Zoning Permit prior to opening. The requirements differ depending on the scale and location of the business.

### ***Fire Marshal*** 860-963-2347

Call if you have any questions related to fire prevention or code-related concerns.

### ***Building Official*** 860-928-1388 x331

***Administrative Assistant*** x328

If you intend to do any construction or renovations on your property or residential home, please stop by to get information on permit and inspection requirements and fees.

## CHECKLIST CONTINUED

### ***Town Clerk*** 860-928-0208 x320

***Assistant Town Clerk*** x322

After completing the above steps, you are ready to obtain your "Trade Name Certificate" as required by State Law. This form is available in the Town Clerk's Office. The fee for recording this form in the Town Clerk's Office is \$5.00.

### ***Tax Assessor*** 860-928-0208 x 326

***Assistant Assessor*** x327

On October 1 of each year, personal property declarations are sent to each business in town. Each business, including home occupations, must declare all furniture, fixtures, and equipment used to operate their business. The Assessor or Assistant Assessor can assist you in completing the declaration form. Taxes are due the following July.



# STARTING A BUSINESS IN WOODSTOCK?

For More Information Call:  
860-963-2128 x332

Or visit our website:  
[www.woodstockct.gov](http://www.woodstockct.gov)

## WHAT KIND OF BUSINESS?

### **Home Occupation**

Home businesses that consist of no more than ½ the finished floor area of the dwelling unit are allowed on a residential lot containing a dwelling, providing it complies with the Zoning Regulations, Article I, Section 10. Please see the regulations for more information.

**Fees:** \$20 zoning permit  
\$60 state fee

### **Special Permitted Business**

Businesses that do not meet the regulations for Home Occupations must obtain a Special Permit\*. Please see Article V, Section 2 for the list of businesses and Article IV, Section 4 Special Permits for more information on the application process, requirements, evaluation criteria and more.

**Fees:** Please speak to the Town Planner about fees for Special Permits.

\*Locations of businesses that pre-date the adoption of Zoning in 1992 / grandfathered businesses are special cases. Please discuss these with the Town Planner / ZEO for information on applicable Regulations and requirements.

## ZONING IN WOODSTOCK

Woodstock Zoning Regulations govern land use, including the types and locations of businesses within the Town.

Woodstock has three zones/districts in the Zoning Regulations: Community District, Industrial Park District and the Village Green District\*. Please speak to the Town Planner / Zoning Enforcement Officer to see the DRAFT Zoning Map.

The **Woodstock Industrial Park District** is shown on map #512 in the Woodstock Land Records. The properties are off of Crab Tree Lane.

The **Community District** shall comprise all lands within the Town not located in the Woodstock Industrial Park District or in the Village Green District.

The **Village Green District** is a floating zone, and as such shall be established only after the 2-step process has been completed. (1) A Zone Change and (2) a General Plan of Development application has been approved for a Village Green development at a specific location. Please see the Zoning Regulations, Articles V, Section 1.C and VI, Section 4 for more information on the Village Green District regulations and/or how to establish one.

**\*Please note:** No Village Green Districts have been established yet.

## FOR MORE INFORMATION PLEASE CONTACT:

**Delia P. Fey, AICP**  
**Town Planner /**  
**Zoning Enforcement Officer**

Planning Department  
415 Rte 169  
Woodstock, CT 06281

Phone: 860-963-2128 x332  
Fax 860-963-7557

[townplanner@woodstockct.gov](mailto:townplanner@woodstockct.gov)

[www.woodstockct.gov](http://www.woodstockct.gov)