

TOWN OF SUFFIELD

83 Mountain Road, Suffield, Connecticut 06078
www.SuffieldCT.gov



Economic Development

Start a Business in Suffield

Check:

_____ **Director of Planning & Development** Bill Hawkins 860.668.3848 ext. 3332
e: bhawkins@suffieldct.gov

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 Planning & Zoning Office of their intentions and may receive approvals or sign off on a Trade Name Certificate.
- Other businesses may be required to obtain Planning & Zoning Commission (PZC) approval. You will be provided with the appropriate checklist and fee schedule.

_____ **Design Review Board (Planning & Zoning Subcommittee)** P&Z office: 860.668.3848

If your business is proposed within the Village District Zones (Town Center and West Suffield Center) this board reviews your zoning application and provides advisory recommendations to the PZC, under the following conditions: it is a new building; exterior changes to existing buildings; site work changes like parking lots, and new permanent signs.

_____ **Conservation Commission** Keith Morris 860.668.3847 ext. 3661 e: kmorris@suffieldct.gov

If you are building a new building, or expanding a building, contact with Conservation to determine if your plans may impact inland wetlands on the property.

_____ **Water Pollution Control Authority** Julie Nigro 860.668.3856 e: jnigro@suffieldct.gov

The P&Z office will advise you whether your business is available for connection to the town sewer. If your business is connected, or will be required to connect, the WPCA will advise you of the appropriate regulations and costs associated with connection and usage.

_____ **North Central District Health Department (NCDHD)** Patricia Sulik, Director of Health
860.745.0383 e: psulik@ncdhd.org

NCDHD is available M-F, 8:30am – 4:30pm at 31 North Main St., Enfield, CT 06082. This is the local health department for the Town of Suffield, responsible for the licensing and/or regulations 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 NCDHD website, www.ncdhd.org.

_____ **Fire Chief** Charles Flynn 860.668.3888 Ext. 3303 e: cflynn@suffieldct.gov

This department 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.

_____ **Building Official** Kimberly Rogers 860.668.3878 Ext. 3330 e: kr Rogers@suffieldct.gov

If you intend to construct a new structure, add to existing structures or make any modifications to structures, including residential homes, visit the Building Official's office, located at 83 Mountain Rd. 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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Historic District Commission Douglas Mayne, Chairman 860.668.5158 e: dmayne@slamcoll.com

If your business is proposed within the Historic District this Commission reviews and must approve a certificate of appropriateness for exterior changes to a structure, including new permanent signage.

Town Clerk Kathy Dunai 860.668.3880 Ext. 3336 e: kdunai@suffieldct.gov

After completing the above steps, you are now ready to obtain your "Trade Name Certificate" as required by State law. This form is available online at:

http://suffieldct.gov/filestorage/10102/10206/10290/2016_Trade_Name_Application.pdf

The fee to record this certificate is \$10.00.

Tax Assessor Lisa Trase, Deputy Assessor 860.668.3866 Ext. 3618 e: ltrase@suffieldct.gov

On October 1st of each year, personal property declarations are sent to each business in Suffield 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 at 83 Mountain Rd., can assist you in completing the declaration form.