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**BUSINESS  
&  
DEVELOPMENT  
GUIDE**

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We hope this Guide is helpful. Please reach out to the offices listed with any questions/comments.



**TOWN OF PUTNAM**

200 School St.  
Putnam, CT 06260  
860-963-6800

Brochure produced courtesy of the  
Economic & Community Development Department  
with the assistance of  
Town Administration, Building Office, Land Use Office/  
Planning, Zoning, Inland Wetlands, Town Clerk's Office and  
Assessor's Office.

***Town Offices***

**860-963-6800**

Mayor: Ext. 103; barney.seney@putnamct.us

Town Administrator: Ext. 113;  
elaine.sistare@putnamct.us

Assessor: Ext. 171;  
tina.corriveau@putnamct.us

Building Official: Ext. 111;  
chad.sessums@putnamct.us

Land Use Agent: Ext. 114;  
bruce.fitzback@putnamct.us

Building/Land Use Admin. Asst: Ext. 110  
brenda.roy@putnamct.us

Economic/Community Development Director:  
Ext. 200; maryann.chinatti@putnamct.us

Economic/Community Development Coord.:  
Ext. 201  
Susan.ramos@putnamct.us

Fire Marshal: Ext. 112;  
scott.belleville@putnamct.us

Town Clerk: Ext. 180;  
christine.bright@putnamct.us

Revenue Collector: Ext. 123;  
melissa.alden@putnamct.us

WPCA: Ext. 118  
brian.lynch@putnamct.us

NE Dist. Dept. of Health: 860-774-7350;  
email@nddh.org

**ALL YOUR WEBSITE NEEDS:**

Town of Putnam: [www.putnamct.us](http://www.putnamct.us)

Putnam Business Association:  
[www.putnambusiness.org](http://www.putnambusiness.org)

CT Dept. of Motor Vehicles: <https://portal.ct.gov/dmv>

CT Secretary of State: <https://portal.ct.gov/sots>

AdvanceCT (formerly CERC):  
[www.AdvanceCT.org](http://www.AdvanceCT.org)

CT DEEP: <https://portal.ct.gov/deep>

Northeastern CT Chamber of Commerce:  
[www.NortheasternCTChamberofCommerce.com](http://www.NortheasternCTChamberofCommerce.com)

U.S. Small Business Administration:  
[www.sba.gov](http://www.sba.gov)

SCORE: [www.score.org](http://www.score.org)

# Business Development Guide

**NOTE: THIS BROCHURE IS PROVIDED FOR GUIDANCE PURPOSES ONLY. SEE SPECIFIC OFFICES FOR ADDITIONAL INFORMATION**

## PUTNAM PERMITTING INFORMATION

In order to promote the health, welfare, safety and convenience of the community, development projects and proposed uses of land and buildings require permits before businesses can open or expand.

- ◇ When you decide what you want to do and where you want to do it, make an appointment with the Land Use office. They can tell you whether your proposed business use is allowed in the zoning district/on the specific property you are interested in.
- ◇ Some permits can be issued at the staff level (zoning permits, wetland agent approvals for certain activities in upland review areas), and others require applying to one or more land use boards/commissions (special permits, subdivision approvals, variances, wetland permits). Some applications may involve a public hearing.
- ◇ **A pre-application meeting is highly recommended** to guide you through the plans and information you need, the permitting procedure and the timeline involved. The reviewing staff and inspector(s) are available to answer your questions on state laws, zoning and wetlands regulations, building code, fire code and other agencies/departments you may need to contact.

## APPROVALS AND PERMITS

**Zoning Approvals:** If you are planning to construct or alter a structure on your property as part of your business or home occupation, you will be required to apply for the necessary building and zoning permits, obtained through the Building and Land Use department. A site plan is required to ensure that the size of the structure/addition/renovation complies with the Town's Zoning and Inland Wetlands Regulations and meets the required distances from the road frontage and back/side boundary lines. A detached structure under 200 sq. ft. will require a zoning permit only; no building permit is required.

A scaled site plan will be required as part of the application. Work involving the removal of earth material from a site is allowed provided not more than 1,500 cubic yards is removed.

**Special Permits:** the Zoning Regulations authorize the P&Z Commission to act on special permits. All Special Permit applications require a public hearing. The public hearing process

takes a minimum of two (2) months; complicated applications may take longer. **A Special Permit is not valid until the approval is filed in the Town Clerk's Office.**

**Zoning Board of Appeals:** The ZBA has the power and duty to hear and decide appeals where it is alleged that there is an error in any order from, or in a decision by, the official charged with enforcement of the Regulations. The Board also has the power to determine and vary the application of the Zoning Regulations as they pertain to height and area, keeping in harmony with their general purpose and intent of Putnam's Plan of Conservation and Development. Due consideration for conserving the public health, safety, convenience, welfare and property value is expected. A public hearing is required. If the appeal is upheld, or the variance is granted, you, the applicant, will receive a certificate of approval which you must file on the land records in the Town Clerk's Office. **A Variance is not valid until the approval is filed in the Town Clerk's Office.**

**Inland Wetlands and Watercourse approvals:** Inland wetlands are identified by soil type, and watercourses are any river, stream, brook waterway, lake, pond, marsh, swamp, bog and all other bodies of water, natural or artificial, vernal or intermittent, public or private, which are contained within, flow through or border upon the Town of Putnam. Putnam has an upland review area of 100' from the wetland/watercourse boundary and/or 200' of the greenbelt within which certain activities are regulated. **If your property has any wetlands, watercourses or upland review areas, be sure to review your proposal with Putnam's Land Use Agent prior to submitting your application.**

**Building Permits:** The purpose of the State Building Code and International Building Code is to establish minimum requirements to safeguard the public safety, health and general welfare through affordability, structural strength, means of egress of facilities, stability, sanitation, light & ventilation and energy conservation. Per Town Ordinance, no person shall construct or alter any building or structure or portion thereof within the Town of Putnam until a Building Permit has been duly issued therefore. A building permit is required and shall apply to the construction, alteration, enlargement, replacement, repair, use & occupancy, removal & demolition of one & two family dwellings & townhouses not more than three (3) stories in height, accessory structures, as well as commercial and industrial facilities.

A Demolition Permit is required for any type of structure being demolished.

## TAXATION AND REGISTRATIONS

If you intend to operate a business in Putnam, you need to file the appropriate tax forms with the State of Connecticut Dept. of Revenue Services. If you plan to sell tangible goods, you must file a form to pay Connecticut state sales tax.

- ◇ Register your trade name with the Town Clerk's office, 1st floor, Municipal Complex. Trade name does not apply to partnerships if the Partnership name includes the true surname of at least one of the persons composing the partnership; limited partnerships which have registered with the state; limited liability companies which have registered with the state.
- ◇ Connecticut State Statute requires that all businesses with tangible assets located in Connecticut file a Personal Property Declaration annually by November 1<sup>st</sup> with the town the business assets are located in. The purpose of this declaration is to determine the value of the assets, which will in turn generate a tax bill. The Assessor's Office makes every effort to identify businesses and notify them of this requirement. However, it is the business owner's responsibility to file the declaration even if no notice is received, and failure to do so results in a 25% penalty. Please contact the Assessor's Office for more information.

## GENERAL CHECKLIST

This checklist may be used in planning the approval process. Staff in the various offices will assist in reviewing the list to determine which steps are necessary for your business development. *Please note this list merely a guide and not all inclusive.*

- \_\_1. Is the business use allowed in the zone I want to locate my business?
- \_\_2. Did I schedule a pre-application meeting with Land Use and/or Building staff?

\_\_3. For re-occupations and renovations, did I schedule a preliminary walk-through with the Building Official, Fire Marshal & Land Use Agent?

- \_\_4. What land use permits are required?
  - \_\_a. Zoning permit: **Land Use Agent**
  - \_\_b. Home Occupation: **P&Z Commission**
  - \_\_c. Site Plan Review: **P&Z Commission**
  - \_\_d. Special Permit: **P&Z Commission**
  - \_\_e. Appeal of ZEO Decision: **Zoning Board of Appeals** (public hearing required)
  - \_\_f. Zoning Variance: **Zoning Board of Appeals** (public hearing required)
  - \_\_g. Zoning Regulation Change: **P&Z Commission** (public hearing required)
  - \_\_h. Zoning Map Change: **P&Z Commission** (public hearing required)
  - \_\_i. Subdivision: **P&Z Commission**
  - \_\_j. Re-Subdivision: **P&Z Commission** (public hearing required)
  - \_\_k. Wetland Agent Approval: **Wetlands Agent**
  - \_\_l. Building Permit: **Building Official**

\_\_5. Will I need consultants to assist in preparation of professional plans?

\_\_6. Did I record land use approvals in the Town Clerk's office (if required by state or local law)?

\_\_7. Did I contact other agencies, utilities and departments to comply with their requirements?

\_\_8. Did I obtain a building permit and comply with all building and fire code requirements?

\_\_9. Before making any changes to my plans during construction, did I review those with Land Use Agent and/or Building Official?

\_\_10. Following the Certificate of Zoning Compliance, was a Certificate of Occupancy or Final Inspection Report issued by the Building Official?

\_\_11. Is my trade name filed in the Town Clerk's office?

\_\_12. Did I complete a declaration of property in the Assessor's office?

\_\_13. Is my business listed in the Economic Development Directory?