

# TOWN OF MONTVILLE

## “NEW BUSINESS”

### CHECK - OFF

**Planning and Zoning (P&Z) (860) 848-6779**

All businesses within the Town of Montville are required to obtain a zoning permit for conformity to Zoning Regulations. Other businesses will be required to obtain P&Z Commission approval. Located in the Town Hall on 2<sup>nd</sup> floor at end of the hallway; the P&Z department will provide you with appropriate checklist and fee schedule. Fees are payable with cash or check made out to the Town of Montville.

**Town Clerk (860) 848-6784**

Every business is required to file for a “Trade Name Certificate”, by State Law. The form is available at Town Clerk’s office located on 1<sup>st</sup> floor by Tax Assessor’s office. This form will be issued after the other departments listed below have signed-off on the *Business Approval Sign-Off Sheet*. The fee to record certificate is \$5.

**Tax Assessor (860) 848-6774**

On October 1st of each year, personal property declaration forms are sent to each business in Montville. Each business, including home based businesses, must declare all furniture, fixtures and equipment used to operate their business. The Tax Assessor’s office located on 1<sup>st</sup> floor by Town Clerk office; can assist in completing the declaration form.

**Water Pollution Control Authority (WPCA) (860) 848-6776**

Contact the WPCA to determine whether your business is connected to town sewer. If your business is connected, or will be required to connect; the WPCA located on the 1<sup>st</sup> floor by the Tax Collector’s office, will advise you of appropriate regulations that will affect your business.

**Building Inspector (860) 848-6782**

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, lower level. They will provide you with a complete check list of regulations, a schedule of applicable fees, permits required and the procedure for inspections.

**Uncas Health District (UHD) (860) 848-6739**

UHD is available M-F from 8am-4:30pm located at 410 W. Thames Street, Building 100, Norwich; and in their satellite office at Montville Town Hall on M, W, & F from 2-4 pm, located within the Building Department. UHD is responsible for licensing and/or regulating activities such as Bed & Breakfast, Day Care, Food Service, Tattoo facilities, septic systems and well locations as required by the CT General Statutes, the CT Public Health Code and local (District) regulations. Additional facts and forms are available at UHD website, [www.uncashd.org](http://www.uncashd.org).

**Fire Marshal (860) 848-6781**

This office, located in the lower level by the Building Department; will advise you of fire protection requirements, even for a business in a residential home. If necessary, the Fire Marshal may require plans for your project.