

Business Development FAQs

Starting or Relocating a Business

Welcome to the City. We are pleased that you are considering the City of Groton for the location of your business or for investment in an already-existing operation. This guide is designed to help answer common questions. It also provides you contact information to the people will work with you to guide you through the process.

This guide is not intended to be comprehensive or to replace the codes, regulations and procedures required by the City and State. The information and answers to some questions will vary depending on the specific circumstances you are dealing with. **Please check with the City before taking any action.** Whether it is renovating an existing building, building new, or moving into an existing building, you will save time, energy and money by calling us as soon as possible.

Key contacts include:

Economic Development Specialist - _____
City Planner – Barbara Goodrich, (860) 446-4169 goodrichb@yurservice.com,
Zoning and Building Official – Carlton Smith, (860) 446-4104, smithc@yurservice.com,
Fire Marshall – Robert Tompkins (860) 445-5374.

Building, Code and Land Use Questions

Q. Will I need a building permit?

- When you construct a new building, add on to an existing building, alter the interior, make repairs, or otherwise renovate, it is likely you will need permits. Before starting, contact the Building Department at (860) 446-4104 to discuss your plans and possibly schedule an appointment. The offices are located in City Hall, 295 Meridian Street.

Q. What are zoning and land use regulations and how do they impact my business?

- It is important that the type of business you are interested in establishing in Groton is allowed in the area you want to open it. The Zoning Regulations establish the compatible zone or zones that a business can operate in. These regulations also describe requirements such as parking, signage, lighting and landscaping that will be required. Copies of these Zoning Regulations can be purchased at City Hall, 295 Meridian Street. They are also available on line at www.cityofgroton.com. In addition, staff of the Planning and Building and Zoning Departments can help answer your questions.

Q. Will I need land use permits in addition to building permits?

- Usually YES, but the answer depends on the type of business, its location and the extent of anticipated changes to the site. A change or intensification of use usually will require review by staff and possibly a zoning compliance review. , In some cases a Site Plan, Special Permit, Coastal Area Review application, or Flood Plain Management Review or Variance may be required. The City Planner or Building and Zoning Official will help you determine what permit is necessary and help you navigate through the application process. Contact them as soon as you have a clear idea of what you are proposing.

Q. What do I need to know about public utilities?

- New construction and renovations or expansions of buildings will involve review by Groton Utilities. In addition the hook ups will be inspected as well. If your business will have special utility requirements contact Groton Utilities as early as possible to determine what will be required. Groton Utilities is located in City Hall, 295 Meridian Street. Gas service is available in some areas of the City

Q. What if I need a new parking area and driveway?

- If you will connect to a City Street you will need a permit from the Highway Department at (860) 446-4127. There is a minimal fee. If you will connect to a State Road, you will need to contact the State Traffic Commission. The City Planner or Building Department staff can help coordinate this.

Q. What do I need to know about storm water management?

- New construction projects and some renovations may involve specific drainage and storm water control measures required by the State. To find out what your business might require, you or your engineer should contact the Highway Department at (860) 446-4127. The City Planner or Building Department staff can help coordinate this.

Q. I want to serve food. Are there special requirements?

- Yes. Regulations pertaining to food preparation and service are largely regulated by the Ledge Light Health District - (860) 448-4882 and ledgelighthd.org. The Fire Marshall (860) 445-2456 and Building Official (860) 446-4104 can assist with regulations regarding vents, grease traps, etc.

Q. I have heard a lot about the ADA, will I have to conform?

- Your business is likely to be affected by the federal “Americans with Disabilities Act” and barrier free code requirements and handicapped parking space requirements. These questions can be discussed with a representative of the Building Department.

Q. Will I need a fire inspection?

- A fire inspection is required before you occupy your building to determine that your facility complies with fire safety regulations. Ongoing inspections during construction may also be required. Contact the Fire Marshall, Robert Tompkins at (860) 445-2456 if you have specific questions.

Q. Do I have to contact all these people just to open a business in Groton?

- Not necessarily. If you are required to go through a land use application process such as a site plan review, the Planner will coordinate with required departments and staff to coordinate their review of your project. A meeting will be scheduled with you and all the staff so that you are notified if there are any outstanding issues with any department so that you can address them before the plan is reviewed by the Planning and Zoning Commission. If no coastal site plan, special permit, or site plan is required you will work with the Building Official and other Departments as needed.

Some helpful contacts:

State of Connecticut Business Licensing Information

Contact: State of Connecticut Licensing Info Center
Phone: **1-800-392-2122**
Web site: www.CT-CLIC.com
Email: SmartStart@cerc.com

Tax I. D. numbers are obtained from

CT Department of Revenue Service
25 Sigourney Street
Hartford, CT 06104
Phone: CONN-Tax Information Line: **1-800-382-9463**

Limited Liability Companies, (LLCs), are recorded with

The Office of the Secretary of the State
Commercial Recording Division
30 Trinity Street
Hartford, CT 06106
Phone: **(860) 509-6003**

Vendor's License:

Possession of a vendor's license allows sales from the street and sidewalks of the City of Groton. The Vendor's license requires a license from the Police Department.

(Note: Food vendors must visit the Health Department prior to receiving permit from the Police Department.)

Contact: Police Department
295 Meridian St
Groton, CT 06340
Phone: 860-[REDACTED]
Hours: Monday-Friday, 8:00 AM – 4:30 PM

Permit/Registrations for the following are issued by at the City of Groton Police Department; precious metals dealer, pawnbroker, junk dealer, raffle, bazaar, Las Vegas Night, Amusement Center and vendors.

Planning Department

City Planner, Barbara Goodrich
(860) 446-4169
goodrichb@cityofgroton-ct.gov