

Guide to Opening a Business in Ridgefield

1 ESTABLISH YOUR BUSINESS



> Create a business **concept** and **plan**.



> Find an **available retail space** in Ridgefield. Commercial areas in town include Ridgefield Center, Copps Hill, Danbury Road (Rt. 35), Route 7, and Branchville. A local **commercial realtor** may be able to help. If you are interested in **new construction**, contact the Planning & Zoning Department to discuss your concept and approval processes.



> Think about **zoning**. Different zoning districts allow different **types of uses**. Check zoning information to ensure that your proposed business is allowed in the space you are considering. Contact the Planning & Zoning Department if you need assistance.

2 OPEN YOUR BUSINESS



> Obtain **required permits** from the Town of Ridgefield based on your business type:

> **Zoning – Change of Use Permit**

- Required to open any business in a space where the type of business is changing use categories, i.e. a former restaurant becoming a salon or a bank becoming a doctor's office.
- Contact Planning & Zoning for assistance.

> **Health – Various licenses are required based on business type:**

- Food Service Establishment, Food Vendor, Catering
- Day Care Centers
- Beauty/Nail Salons
- Contact the Health Department for assistance.

> **WPCA/Sewer**

- If your business will require additional sewer capacity that the previously existing business, you may need approval from the WPCA for increased sewer units. Contact the WPCA for assistance.

> Building

- For any modifications to a space (interior or exterior), a tenant fit out and/or a sign installation, (see below for further signage requirements) a Development Application through the Land Use Office is required. Contact the Building Department to determine which application types will be required (i.e. electrical, gas, plumbing, etc.)

> Liquor License

- If your establishment intends to serve alcohol, you will require a Liquor License through the Connecticut Department of Consumer Protection.



> Schedule any final inspections with each Town department, obtain a Certificate of Occupancy and/or Certificate of Zoning Compliance.



> Get a sign(s):

- Proposed signs should comply with the allowable zoning regulations for your zoning district.
- Signs, as well as any other exterior modifications, may require a public meeting and review by the Architectural Advisory Committee (AAC), the Village District Consultant (VDC) and/or the Planning & Zoning Commission.
- Contact the Planning & Zoning Department to submit an application and schedule a meeting.



> Contacts & Resources

Ridgefield Chamber of Commerce
 383 Main Street, 2B
 (203) 438-5992
info@ridgefieldchamber.org

Building Department
 66 Prospect Street
 (203) 431-2753
building@ridgefieldct.org

Planning & Zoning
 66 Prospect Street
 (203) 431-2766
pzadmin@ridgefieldct.org

Economic & Community Development Commission
 400 Main Street
203-431-2700
ecdc@ridgefieldct.org

Health Department
 66 Prospect Street
 (203) 431-2745
health1@ridgefieldct.org

WPCA
 66 Prospect Street
 (203) 431-2734
dvanness@ridgefieldct.org

CT Department of Consumer Protection Liquor Control Board
 (860) 713-6200
dcp.liquorcontrol@ct.gov



> Is Your Business Home-Based?

Ridgefield’s Zoning Regulations have certain provisions for businesses that are based out of a residence, also known as a Home Occupation. If you intend to open a business out of your primary residence, you may be able to receive a Zoning Permit or Special Permit for a Home Occupation if your business complies with the regulations. Contact the Planning & Zoning Department to inquire if your business may qualify and how to get started.