

Steps for Starting a Business in Ledyard or Gales Ferry

Ledyard Town Hall
741 Colonel Ledyard Hwy
Ledyard, CT 06339-1551
(860) 464-8740

Whether you are beginning to think about entrepreneurship or are ready to begin your business venture, Ledyard is firmly committed in providing you with the resources that you need to be successful in starting a business. For both the Town of Ledyard and the Village of Gales Ferry, this document summarizes actions to take to ensure compliance with state and town regulations.

Planning Department Planning Director / Economic Development Coordinator, Charlie Karno
(860) 464-3215 M-F 8:30 – 4:30

A great place to start is at the Planning Director's Office in Town Hall. Charlie Karno is eager to help you establish your business in Ledyard. He can help identify available land and buildings, small business assistance, business start-up consulting, and the steps needed to open your business. The Planning Director will evaluate whether you should present your business proposal to the **Economic Development Commission** which meets monthly.

Zoning Department Zoning Enforcement Officer, Joe Larkin (860) 464-3216 M-F 8:00 – 4:00

All businesses within the town are required to obtain a zoning permit to ensure that their business conforms to zoning regulations and obtain approvals for site plans and signage. A new business starting in town will most likely require a special permit and public hearing with Planning & Zoning Commission review. The Zoning Officer should be an early stop in your inquiry process to ascertain the process steps required.

Building Department Building Official, Randy Dalton (860) 464-3217 M-F 7:30 – 3:30

If you intend to construct a new structure, add to existing structures or make any modifications to structures, including residential homes, the Building Department will provide you with a complete check list of regulations, applicable fees, permits required and procedure for inspections. Some businesses may be required to attend a hearing to obtain **Planning & Zoning Commission** approval.

Ledyard Fire Department **Fire Marshal Ledyard**, James Mann (860) 464 – 6858 M - F 8:30- 4:30
11 Fairway Dr, Ledyard, CT 06339-1551

The Ledyard Fire Marshal office will advise you on the fire protection requirements, even for a business in a residential home. If necessary, they will review your plans and give required approvals. Ledyard has one full time fire marshal and two part time fire marshals.

Water Pollution Control Authority (WPCA)

(860) 464 – 3212 M - F 8:30 – 4:30

You can determine whether your business is connected to the a town water or sewer system by contacting the WPCA office located at Town Hall. The WPCA will advise you if the appropriate regulations that will affect your business including required permits or hook-ups.

Ledge Light Health District (LLHD)

(860) 448-4882

216 Broad St, New London, CT 06320

LLHD promotes healthy communities and prevention of disease, illness and injury. It represents many municipalities in southeastern Connecticut including Ledyard. LLHD is responsible for licensing and/ or regulating food service, lodging, day care, pool and cosmetology businesses. LLHD performs inspections of septic systems, sewer systems and wells as required by the Connecticut General Statutes, the Connecticut Public Health Code and local regulations.

Town Clerk

Registering your business name with the State of Connecticut is required for all businesses. You can obtain your Trade Name Certificate at the Town Clerk's office in Town Hall.

Tax Assessor

On October 1st of each year, personal property declarations are sent to each business by the Assessor's Office. Each business, including a home based business, must declare all furniture, fixtures and equipment used to operate their business. The Assessor's Office located in Town Hall, can assist you in completing the declaration form.

Other new business considerations:

- Obtaining an Employee Identification Number (EIN)
- Selecting a legal business structure (sole proprietorship, partnership, corporation)
- Writing business plan and marketing plan
- Financing your business
- Obtaining required business licenses and permits (state/ federal/ international)
- Acquiring adequate business insurance
- Understanding employer responsibilities
- Joining a professional organization

Ledyard strives to continually support the needs of its business community. Most departments you will need to contact about starting a business are located in Ledyard's Town Hall. You are encouraged to visit or call with any business question.