

Steps for Starting a Business in Ledyard or Gales Ferry

Ledyard Town Hall

741 Colonel Ledyard Hwy, Ledyard, CT 06339-1551 (860) 464-8740 - Main Number

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. Most departments that you will need to contact are located in Ledyard's Town Hall.

Land Use Department

Director of Land Use & Planning/Economic Development

Coordinator, Juliet Hodge

(860) 464-3215 M-Th 7:30am – 5:30pm

Zoning Official, John Herring and Thomas Thomas, III

(860) 464-3216 M-Th 7:30am – 4:45pm

A great place to start is at the Planning Director's Office in Town Hall. Juliet Hodge is eager to help you establish your business in Ledyard. She 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.

All businesses within the town are required to obtain a zoning permit, whether it is in a new building, an existing commercial space or is home-based. to ensure that their business conforms to zoning regulations and obtain approvals for site plans and signage. A new business may require a special permit with public hearing and/or site plan review and approval by the Planning & Zoning Commission. The Planning Director or the Zoning Official can also answer Zoning related questions and explain the permit approval process.

Building Department

Building Official, Tom Weber

(860) 464-3214 Monday and Tuesday 7:30am – 4:45pm

Land Use Assistant (Building Official's Office), Nancy Woodlock

(860) 464-3217 M-Th 7:30am – 4:45pm

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.

Ledyard Fire Department

Fire Marshal Ledyard, James Mann

(860) 464 – 6858 M - F 8:30am- 4:30pm

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.

Water Pollution Control Authority (WPCA)

WPCA Supervisor, Stephen Banks

(860) 536-1769 M - F 8:30am – 4:30pm

82 Town Farm Rd, Ledyard, CT 06339-1551

You can determine whether your business is connected to a town water or sewer system by contacting the WPCA office or the Land Use office. 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)*Stephen Mansfield, Director of Health**Wendy-Brown-Arnold, Supervisor, Land Use Activities**(860) 448-4882 M - F 8:00am - 4:30pm**216 Broad St, New London, CT 06320*

LLHD 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 and wells as required by the Connecticut General Statutes, the Connecticut Public Health Code and local regulations. **All businesses require sign off by LLHD**, whether it is in a new building, an existing commercial space or is home-based. A "Change of Occupancy (i.e. new business owner) and/or Change of Use for Commercial Establishments" form is available at the Land Use Office for sign-off purposes.

Town Clerk*Patricia A. Riley**860-464-3257 M-Th 7:30am - 4:45pm*

All businesses must register their business name with the State of Connecticut. You can obtain your **Trade Name Certificate** at the Town Clerk's office in Town Hall.

Tax Assessor*Adrianna Hedwall, CCMA II**860-464-3237 M-Th 7:30am - 4:45pm*

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 a 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. You are encouraged to visit or call with any business question.

For the Ledyard Economic Development Commission,

John Vincent, Chairman

Telephone: (860) **ADD #**