



## **ECONOMIC DEVELOPMENT COMMISSION**

### **START A NEW BUSINESS IN WATERTOWN**

#### **1. Meet with the Economic Development Coordinator:**

Joseph Seacrist (860) 945-4858

[Seacrist@watertownct.org](mailto:Seacrist@watertownct.org)

Town Hall 61 Echo Lake Road 2<sup>nd</sup> floor

Joe will answer any questions you may have about the process of opening a business in Watertown and will advise you on how to proceed.

#### **2. Meet with Planning and Zoning Department:**

Zoning Enforcement Officer

Mark Massoud (860) 274-5266

[massoud@watertownct.org](mailto:massoud@watertownct.org)

Town Hall, 61 Echo Lake Road 1<sup>st</sup> floor.

A business that wants to open or relocate to Watertown in a new location, whether in an existing or new building, is asked to obtain a Zoning Permit. Fill out a zoning application which provides information regarding the type of business you are establishing, and helps speed up the approval process by providing all the information at one time.

- **Certain businesses may only need to notify the Land Use Office of their intentions, fill out an application and may receive administrative approvals or sign off on a Trade Name Certificate.**
- **Other businesses may be required to obtain additional approvals. You will be informed with what is required for such review, approximate timing and fees.**

### **3. Meet with Inland Wetlands/Conservation**

#### **Department:**

Enforcement official (860) 274-5266

Moosa Rafey

[rafey@watertownct.org](mailto:rafey@watertownct.org)

Town Hall, 61 Echo Lake Road, 1<sup>st</sup> floor.

If you are building a new building, or expanding a building, contact the Land Use official to determine if your plans may impact inland wetlands on the property. If impacted, an application and site plan review by the Inland Wetlands Commission may be necessary.

### **4. Meet with the Health Department, Torrington**

#### **Area Health District:**

Robert Smith (860) 945-4706

[rsmith@tahd.org](mailto:rsmith@tahd.org)

Town Hall, 61 Echo Lake Road 1<sup>st</sup> floor

This is the local health department for the Town of Watertown, responsible for inspection of restaurants and other food service establishments, day care centers, water supplies and septic systems, etc., helping the control of communicable diseases, licensing and/or regulations of activities as required by the Connecticut General Statutes, the Connecticut Public Health Code and local (District) regulations.

### **5. Meet with Fire Marshal:**

Kim Calabrese (860) 945-5220

[calabrese@watertownct.org](mailto:calabrese@watertownct.org)

935 Main Street, Watertown

This office will advise you of the fire protection requirements, including a business in a residential home. If necessary, they will review your plans and provide required approvals.

## **6. Meet with Building Department:**

Building Official

Jeffrey Biolo (860) 945-5264

[biolo@watertownct.org](mailto:biolo@watertownct.org)

Town Hall 61 Echo Lake Road 1<sup>st</sup> floor

The building Department reviews building plans for code compliance, issues building permits, and does construction and fire alarm/suppression inspections. Remodeling, repair, demolition, and new construction cannot be started at your business until permits have been acquired.

Any new developments must also be in compliance with Watertown's Plan of Conservation and Development and Inland Wetlands Regulations

Once your property gets final approval, you are ready to open for business.

## **7. Meet with Town Clerk:**

Lisa Dalton (860)945-5230

[dalton@watertownct.org](mailto:dalton@watertownct.org)

Town Hall 61 Echo Lake Road 1<sup>st</sup> floor

After completing the above steps, you are now ready to obtain your Trade Name Certificate as required by State law.

## **8. Meet with Assessor:**

Faith Richmond (860)-945-5235

[richmond@watertownct.org](mailto:richmond@watertownct.org)

Town Hall 61 Echo Lake Road 1<sup>st</sup> floor

On October 1st of each year, personal property declarations are sent to each business in Watertown by the Assessor's Office. Each business, including home based business, must declare all furniture, fixtures and equipment used to operate their business.

**9. When you have completed the steps above,  
Welcome to Watertown**