

# CITY OF WEST HAVEN



# NEW BUSINESS SIGN OFF SHEET

**355 Main Street, West Haven 06516 | Telephone: 203-937-3600**

If you are starting a new business, purchasing an existing business or operating a home business, you are complete the form below:

Business Name: \_\_\_\_\_

Location Address of business: \_\_\_\_\_, West Haven, CT

Mailing address of owner if different than address of business: \_\_\_\_\_

Email of business owner: \_\_\_\_\_ /Telephone # of owner: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Type of Business: \_\_\_\_\_

**All Departments MUST sign and date in the box to the left.**

	1. Zoning (first floor): to make sure that business is allowed in that zone.
	2. Assessor (first floor): Personal Property Tax Declaration-All businesses are <b>required</b> to file a personal property tax return (due by November 1), failure to file will result in a 25% penalty.
	3. Health Department (second floor), a license is <b>required</b> if your business is one of the following types of business: All food establishments * markets * convenience stores *hair & nail salons *barber shops * daycare centers * public pools.
	4. Town Clerk (first floor): for a Trade Name doing business as Certificate.
	5. Local Fire Marshall: Center, West or Allintown.
	6. Building Department (first floor)-Certificate of Occupancy and Inspections.

**This completed form must be return to the Zoning Officer.  
A copy of this document will be provided to the Police Department record room.**

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**More information can be found at:  
[HTTP://WWW.CITYOFWESTHAVEN.COM](http://www.cityofwesthaven.com)**