

ECONOMIC DEVELOPMENT
COMMISSION

Town of Plainfield
8 Community Ave.
Plainfield, CT 06374

BUSINESS & DEVELOPMENT GUIDE



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*TOWN OF PLAINFIELD
ECONOMIC
DEVELOPMENT
COMMISSION*

TOWN OFFICES

Assessor: 860-230-3006
mehall@plainfieldct.org

Building Official: 860-230-3012
building@plainfieldct.org

Fire Marshal: 860-230-3013
pyellen@plainfieldct.org

First Selectman: 860-230-3001
ctendrichselectman@plainfieldct.org

Town Planner: 860-230-3028/3003
mchinatti@plainfieldct.org

Asst. Planner/ZEO/WEO:
860-230-3036
rbrais@plainfieldct.org

Selectmen's Office: 860-230-3001
lsaros@plainfieldct.org

Tax Collector: 860-230-3019
kvincent@plainfieldct.org

Town Clerk: 860-230-3010
ltrakas@plainfieldct.org

NE Dist. Dept. of Health: 860-774-
7350 email@nddh.org

YOUR WEBSITE NEEDS:

- ◇ [Town of Plainfield](http://www.plainfieldct.org)
www.plainfieldct.org
- ◇ [Plainfield Business Association](http://www.painfieldbusinessassociation.org)
www.painfieldbusinessassociation.org
- ◇ [CT Licensing Center & Smart Start](http://www.ct-clic.com)
www.ct-clic.com
- ◇ [CT's Business Response Center](http://www.ctbizinfo.com)
www.ctbizinfo.com
- ◇ [CT Secretary of State](http://www.sots.ct.gov)
www.sots.ct.gov
- ◇ [CT Economic Resource Center](http://www.cerc.com)
www.cerc.com
- ◇ [Franchise Registry](http://www.franchiseregistry.com)
www.franchiseregistry.com
- ◇ [CT Dept. of Motor Vehicles](http://www.ct.gov/dmv)
www.ct.gov/dmv
- ◇ [CT Dept. of Energy & Environ. Protection](http://www.ct.gov/deep)
www.ct.gov/deep
- ◇ [Northeast Chamber of Commerce](http://www.nectchamber.com)
www.nectchamber.com
- ◇ [Northeast District Dept. of Health](http://www.nddh.org)
www.nddh.org
- ◇ [U.S. Small Business Administration](http://www.sba.gov)
www.sba.gov
- ◇ [Service Corps of Retired Executives](http://www.score.org)
www.score.org
- ◇ [Quiet Corner BNI](http://www.quietcornerbni.com)
www.quietcornerbni.com

BUSINESS DEVELOPMENT GUIDE

(NOTE: THIS BROCHURE IS A GENERAL GUIDE ONLY, SEE SPECIFIC OFFICES FOR ADDITIONAL INFORMATION)

PLAINFIELD LAND USE AND CODE PERMITTING INFORMATION

In order to promote the health, welfare, safety and convenience of the community, development projects and proposed uses of land and buildings require permits before businesses can open/expand.

- ⇒ When you decide what you want to do, and the location, make an appointment with the Planning and Zoning office. They can tell you whether your proposed business use is allowed in the zone district/on the specific property you're interested in.
- ⇒ Some permits can be issued at the staff level (zoning permits, wetlands agent approvals for certain activities in upland review areas); others require applying to one or more land use boards/commissions (ex: special permits, subdivision approvals, variances, wetland permits). Some applications may involve a public hearing while others may not.
- ⇒ A *pre-application meeting is highly recommended* to guide you through the plans and information you need, the permitting procedure and the timeline involved. The reviewing staff and inspectors are available to answer your questions on state laws, zoning/subdivision/wetlands regulations, building code, fire code (fire code is within the purview of the Fire Marshal) and other agencies or departments you may need to contact.

APPROVALS AND PERMITS

Zoning Approvals: If you are planning to construct or alter a structure on your property as part of your business or home occupation, you will need to apply for the necessary building and zoning permits, obtained through the Building and Planning & Zoning departments. A site plan is required to ensure that the size of the structure/addition/renovation complies with Zoning Regulations and meets required distances from the road frontage, rear and side property lines. A detached structure under 200 sq. ft. will require a zoning permit only. A scaled site plan will be required as part of the application. Work involving the removal of earth material from a site is allowed provided not more than 3,000 cubic yards is removed.

Special Permits: The Zoning Regulations authorize the P&Z Commission to act on special permits. All Special Permit applications require a public hearing; the hearing process takes a minimum of two months; complicated applications may take longer. ***A Special Permit is not valid until the approval is filed in the Town Clerk's office.***

Zoning Board of Appeals: The ZBA has the power and duty to hear and decide appeals where it is alleged that there is an error in any order from, or decision by, the official charged with enforcement of the regulations. The Board also has the power to determine and vary the application of the zoning Regulations keeping in harmony with their general purpose and intent of Plainfield's Plan of Conservation and Development. Due consideration for conserving the public health, safety, convenience, welfare and property value is expected. A public hearing is required. If the appeal is upheld, or the variance is granted, you, the applicant, will receive a Certificate of Approval which shall be filed on land records in the Town Clerk's office. ***A variance is not valid until the approval is filed with the Town Clerk.***

Building Permits: The purpose of the State Building Code is to establish minimum requirements to safeguard the public safety, health and general welfare through affordability, structural strength, means of egress or facilities, stability, sanitation, light & ventilation, and energy conservation. A building permit is required and shall apply to the construction, alteration, enlargement, replacement, repair, use and occupancy, removal and demolition of one and two family dwellings and townhouses not more than three (3) stories in height, accessory, structures, as well as commercial and industrial facilities.

Inland Wetlands and Watercourses Approvals: Inland wetlands are identified by soil type and watercourses are any river, stream, brook, waterway, lake, pond, marsh, swamp, bog and all other bodies of water, natural or artificial, vernal or intermittent, public or private, which are contained within, flow through or border upon the Town of Plainfield. Plainfield has an upland review area of 100' from the wetland/watercourse boundary within which certain activities are regulated. ***If your property has any wetlands or watercourses or upland review area, review the proposal with the Wetlands Agent prior to submitting your application.***

TAXATION AND REGISTRATIONS

If you intend to operate a business in the Town of Plainfield, you need to file the appropriate tax forms with the State of Connecticut Department of Revenue Services. If you plan to sell tangible goods, you must file a form to pay Connecticut state sales tax.

- **TOWN CLERK:** After obtaining a the proper Zoning approval, bring that approval to the Town Clerk's Office, main floor, Town Hall, and register your trade name. (Trade name does not apply to Partnerships, if the partnership name includes the true surname of at least one of the persons composing the partnership; limited partnerships which have registered with the state; limited liability companies which have registered with the state).
- **ASSESSOR:** All owners of taxable Personal Property within the Town of Plainfield as of October 1st are required to file declarations of such property with the Assessor's Office on or before November 1st to avoid a 25% penalty. The personal property tax applies to all entities engaged in business, including Subcontractors. Keep in mind that even if the business is not required to file a Trade Name with the Town Clerk's Office, the business owner is still responsible for filing a Personal Property Declaration. Depending on the nature of the business, exemptions may apply. If this is your first time filing, it is in your best interest to contact the Assessor's Office regarding the Personal Property Declaration. Feel free to reach out to the Assessor's Office at 860-230-3006 if you have any questions.

GENERAL CHECKLIST

The general checklist below may be used in planning the approval process in the Town of Plainfield. Staff in the various offices will assist in reviewing the list to determine which steps you will need for your business development.

1. Is the business use allowed in the zone I want to locate my business?
2. Did I schedule a Pre-application meeting with Planning, Zoning and/or building staff?
3. For re-occupations and renovations, did I schedule a preliminary walk-through with the Building Official, Fire Marshal and Zoning Enforcement Officer?
4. What land use permits are required?
 - PLANNING AND ZONING COMMISSION: Site Plan Review, Special Permit, Zoning Map or Regulation Change;
 - ZONING BOARD OF APPEALS: Appeal of ZEO Decision, Zoning Variance;
 - INLAND WETLANDS COMMISSION: Inland Wetlands Permit;
 - ZONING ENFORCEMENT OFFICER/WETLANDS AGENT: Zoning permit, Wetland Agent Approval, Home Occupation
 - BUILDING OFFICIAL: Building Permit.
5. Will I need consultants to assist in preparation or professional plans?
6. Did I record land use approvals in the Town Clerk's office (if required by law)?
7. Did I contact other agencies, utilities and departments to comply with their requirements?
8. Did I obtain a building permit and comply with all building and fire code requirements?
9. Before making any changes to my plans during construction, did I review those with Planning, Zoning and/or Building staff?
10. Did I provide a minimum of two weeks' notice to the Planning and Development Office for a Certificate of Zoning Compliance?
11. Following the Certificate of Zoning Compliance, was a Certificate of Occupancy issued by the Building Official?
12. Is my trade name filed in the Town Clerk's Office?
13. Did I complete a declaration of property in the Assessor's office?