

Guide to Opening or Expanding a Business in Wilton, CT

Thank you for your interest in opening or expanding a business in Wilton, Connecticut. The opening of a new or expanded business will require various levels of review by a variety of town departments. Some of these reviews are straightforward requiring little of your time while other reviews and approvals are more involved, depending on your type of business, legal structure, planned construction activity and site location.

We have prepared this **Guide to Opening or Expanding a Business in Wilton, CT** to help you navigate through your project. The guide provides a step-by-step checklist, identifies other things you may need to do before opening your business, and provides contact information for various Town departments. Additional public information with links to specific properties may be obtained by visiting [Wilton's GIS Service](#).

Whether your business is large or small, the Town of Wilton prides itself in providing a high level of customer service - all of which is designed to foster a safe, functional and attractive project.

We look forward to working with you.

Note to the Reader: While every reasonable effort has been made to ensure that the information contained in this Guide is complete and accurate as of the date of publication, the information in this Guide is not intended to be official or final. Anyone interested in opening or expanding a business in the Town of Wilton must carefully review all official and current Town regulations and may wish to consult with an attorney. The Town of Wilton is not responsible for any damages relating to the use of or reliance upon the information in this Guide or from any errors or omissions in this Guide. This document is intended as a general guidance document only. Official Town regulations may change or be updated from time to time, and all information contained herein is subject to change without notice.

Checklist

1 Preliminary discussion with the Planning and Zoning Department

The Planning and Zoning Department will provide an overview of the regulatory process, answer any questions and guide you to other appropriate regulatory departments for further information. If you have department specific questions at the outset of your project, you may contact the appropriate town department (see Department Contact List).

Contact Information:

[Planning and Zoning Department](#)

Michael Wrinn, Director of Planning and Land Use Management
Town Hall Annex, 238 Danbury Road, Wilton CT
(203) 563-0188
michael.wrinn@wiltonct.org

2 Preliminary discussion with Health Department

Contact the Health Department for a pre-application interview with department staff. They will provide an overview of the Health Permit application process including registration/license with the State of CT Department of Public Health/Consumer Protection, plan review application, permit application, pre-operational inspection, final inspection, and issuance of permit.

Contact Information:

[Health Department](#)

Barrington A. Bogle, Director of Health
Town Hall Annex, 238 Danbury Road, Wilton CT
(203) 563-0174
barry.bogle@wiltonct.org

3 Land Use Commission Approvals, if required

Certain projects entailing new or expanded commercial construction or site alteration may require review and approval from one or more of the town's land use commissions:

- Inland Wetlands Commission
- Planning and Zoning Commission
- Zoning Board of Appeals
- Village District Consultant Committee

This would require the submittal of professionally prepared architectural drawings, property survey and engineering plans when physically expanding a building or parking area or altering a commercial site.

The Planning and Zoning Department can help you determine required land use approvals for your project.

Checklist (con't)

4 Administrative Review

- Administrative review is required for new construction and, depending on the use and scope of activity, may be required for the occupancy of commercial space.
 - For new or expanded construction, you would engage professionals to prepare building and architectural plans, site plans and a survey. The level of detail will vary depending on the nature of the use and the extent of work to be undertaken. Site plans and surveys should be consistent with any plans approved by one or more of the above noted land use commissions.
 - Internal construction/renovation or occupancy of existing space is oftentimes less involved, but will require you submit detailed plans to demonstrate compliance with any applicable building, zoning, health and/or fire codes.
- Start the process in the Building Department where you will be provided with a General Land Use Checklist indicating required approvals by various departments which *may* include:
 - Tax Collector
 - Fire Department
 - Building Department
 - Health Department
 - Environmental Affairs
 - Planning & Zoning
 - Department of Public Works

Please be advised each department will have its own plan review timetable. Check with specific department(s) for details.

Contact Information:

[Building Department](#)

Robert Root, Chief Building Official
Town Hall Annex, 238 Danbury Road, Wilton CT
(203) 563-0177
building@wiltonct.org

5 Permits

Following review and approval, you would be issued a zoning permit and a building permit which serves as the authorization to proceed with construction or renovation. Instructions will be provided regarding requirements and responsibilities throughout the construction process, including inspections at various stages of the project as well as the process for obtaining a final Certificate of Zoning Compliance from the Planning and Zoning Department, a final Certificate of Occupancy from the Building Department, and final approval/licensing, when applicable, from the Health Department.

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Other things you may need to do:

| What | Additional Information | Contact Information |
|---|--|---|
| Complete a Trade Name Certificate application and file with Town Clerk. | If a person or entity is conducting business in the Town of Wilton under an assumed name (DBA), the business name must be registered with the Town Clerk. | Town Clerk Town Hall, 238 Danbury Road, Wilton CT (203) 563-0106 |
| Make a Personal Property Declaration with Assessor's Office. | All business owners must make a Personal Property Declaration with the Assessor by November 1 st . A Personal Property Declaration lists all of the property used in the course of doing business. | Assessor's Office Town Hall, 238 Danbury Road, Wilton CT (203) 563-0121 |
| Contact the Wilton Chamber of Commerce. | The Wilton Chamber of Commerce will help you to grow your business with community events, opportunities to network and educational seminars. Membership affords access to marketing and publicity resources, gift certificate program and sponsorship opportunities. | Wilton Chamber of Commerce Camille Carriero, Executive Director 86 Old Ridgefield Road Wilton, CT (203) 762-0567 info@wiltonchamber.com |
| Contact the Economic Development Commission | The mission of the Wilton Economic Development Commission is to enhance Wilton's reputation as a community where the quality of life for residents, professionals and workers makes Wilton the "first choice" to start a new business, to relocate an existing business, or for current businesses to remain and flourish. The commission is a team of resident volunteers who serve as business ambassadors to provide insights and a sincere welcome to the Town of Wilton and our business community. | Economic Development Commission edc@wiltonct.org |

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Department Contact List

| Department | Contact Information |
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| Building Department | Robert Root, Chief Building Official Town Hall Annex, 238 Danbury Road, Wilton CT (203) 563-0177 building@wiltonct.org |
| Environmental Affairs Department | Mike Conklin, Director of Environmental Affairs Town Hall Annex, 238 Danbury Road, Wilton CT (203) 563-0180 envaffairsdirector@wiltonct.org |
| Fire Department | Rocco Grosso, Fire Marshal Fire Department, 236 Danbury Road, Wilton CT (203) 834-6249 rocco.grosso@wiltonct.org |
| Health Department | Barrington A. Bogle, Director of Health Town Hall Annex, 238 Danbury Road, Wilton CT (203) 563-0174 barry.bogle@wiltonct.org |
| Planning and Zoning Department | Michael Wrinn, Director of Planning and Land Use Management Town Hall Annex, 238 Danbury Road, Wilton CT (203) 563-0188 michael.wrinn@wiltonct.org |
| Department of Public Works | Frank Smeriglio, Town Engineer Town Hall Annex, 238 Danbury Road, Wilton CT (203) 563-1249 dpw@wiltonct.org |
| Tax Collector | Town Hall, 238 Danbury Road, Wilton CT (203) 563-0125 taxcollector@wiltonct.org |