

TIPS ON STARTING A SMALL BUSINESS



A GUIDE TO STARTING A SMALL BUSINESS IN HARTFORD

STARTING YOUR BUSINESS

Thank you for choosing to start a business in Hartford, CT. We appreciate your decision to help make Hartford an economically strong and vibrant city. Starting and growing a business can be both rewarding and challenging. Knowing about business resources can help you build a “team” to support your success. For more information about these and other resources, visit the City of Hartford Small Business website at www.hartford.gov/



First Step

Business Planning

Develop a business plan. A solid business plan is the first step toward success in your business venture. From obtaining funding to hiring employees to planning for expansion, a business plan can be your guide to keeping your business on track. Your business plan can keep you focused on your goals and keep you moving forward when faced with obstacles.

For more information on how to structure your business entity and develop a business plan, please contact the following agencies:

University of Hartford Entrepreneurial Center

1265 Asylum Avenue, Hartford CT 06105

860.768.5681

(f) 860.768.5622

<http://www.hartford.edu/ec/>

Hartford Economic Development Corporation Inc.

15 Lewis Street, Hartford CT 06103

860-527-1301

(f) 860-727-9224

<http://hedcoinc.com/>

Spanish American Merchants Association

95 Park Street, 3rd Floor, Hartford CT 06106

860-278-5825

(f) 860-241-9000

<http://www.samact.org/pages/welcome.asp>

Second Step

Find a Location and Check Zoning

Finding a location that best suits your business and business needs is instrumental to your business success. The best way to find a location is to contact a local commercial real estate agency.

Before you purchase or sign any lease/rental agreement on a property, check the zoning of the property. Local [zoning regulations](#) play a significant role in determining where your business is permitted.

To check the zoning district of a property to determine whether your proposed business is permitted, please contact a Planner at:

Department of Development Services

Planning & Economic Development Division

250 Constitution Plaza, 4th Floor, Hartford CT 06103

860-757-9040

www.hartford.gov/dds

Third Step

Zoning Permits and Business Requirements

Schedule a consultation with a Planner to find out what type of Zoning Permit is required for your business. A Planner will review your business proposal to determine what industry your business falls under, and if additional licenses will be required in order to operate. Please contact:

Department of Development Services

Planning & Economic Development Division

250 Constitution Plaza, 4th Floor, Hartford CT 06103

860-757-9040

www.hartford.gov/dds

Final Step

Other Permitting

Building Permits

For renovations and repairs to your business location, you must apply for a Building Permit at the Licenses & Inspections Division at:

260 Constitution Plaza, Hartford CT 06103
860-757-9200
www.hartford.gov/dds

Sign Permit

Before ordering or purchasing a sign for your business, consult with a Planner to guide you with the size and type of signs that are permitted at your business location. Afterwards, apply for a Sign Permit at:

Department of Development Services
Planning & Economic Development Division
250 Constitution Plaza, 4th Floor, Hartford CT 06103
860-757-9040

Vending Permits

For items that extend on, over, or under sidewalks and streets such as:

- Peddlers and Itinerant Vendors
- Street Vendors
- Food and Ice Cream Vendors
- News Stands

For permitting information, please contact:
Department of Development Services
Licenses & Inspections Division
260 Constitution Plaza, Hartford CT 06103
860-757-9200
www.hartford.gov/dds

Other Helpful Resources

City of Hartford
Department of Development Services
Community & Small Business Development SS=Division
250 Constitution Plaza, 4th Floor
Hartford, CT 06103
860-757-9040
www.hartford.gov/dds

City of Hartford
Health & Human Services Department
131 Coventry Street
Hartford, CT 06112
860-757-4700
<http://www.hartford.gov/hhs>

City of Hartford
Fire Marshalls Office
253 High Street
Hartford, CT 06103
860-757-4500
<http://www.hartford.gov/fire>

St of CT Department of Consumer Protection
Liquor Control Division
450 Columbus Blvd, Suite 901
Hartford, CT 06103
860-713-6200
<http://www.ct.gov/dcp/cwp/view.asp?a=1629&q=274430>