



TOWN OF WOODBRIDGE
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BETH HELLER
FIRST SELECTMAN

Dear Prospective Woodbridge Business Owner,

Thank you for considering Woodbridge! The Town of Woodbridge is a small, semi-rural, affluent town. We have an excellent school system, many miles of hiking and biking trails, and easy access to downtown New Haven and all that has to offer.

We hope that this guide will make starting your business in Woodbridge easier. If you have questions or any difficulties, please reach out for help. We want this to be a smooth transition for you.

Once your business is open, my office will be happy to help spread the word about your opening. We also have a business email list that we'll add you to so that you're aware of local business news and events.

Again, thank you for choosing Woodbridge. I look forward to seeing you around town!

Sincerely,

Beth Heller
First Selectman



Woodbridge *Connecticut*

With over 3,800 jobs and nearly 10,000 residents, Woodbridge is an ideal location for *your* business. Getting started is simple. Just follow these four easy steps:

Step one: *Contact the First Selectman's Office*

Schedule a pre-application meeting with Betsy Yagla, Assistant Administrative Officer, who will discuss the process of opening a business in Woodbridge, and offer a step-by-step guide for how to get your business up and running in Woodbridge. Just call (203) 389-3403.

Step two: *Develop a business plan*

A business plan is critical for running an organized and successful company and is required should you seek financial assistance. The U.S. Small Business Administration's [guide](#) on how to create a business plan can be a very useful tool.

The organization [SCORE](#) can also provide free consultation services at this stage and beyond.

Additionally, if your business is a sole proprietorship or a general partnership, you are required to file a trade name with the Town Clerk's Office. Please refer to the Town Clerk's [website](#) for hours and location.

Step three: *Choose a location*

When choosing a site for your business, keep in mind that the location and facilities must comply with the Town's [zoning regulations](#) and building codes. It can be useful to refer to Woodbridge's zoning map to determine the best location for your business.

Step four: *Review, inspection and permits*

The [Building Department](#) and [Fire Department](#) review building plans for code compliance, issue building permits, and perform construction and fire alarm/suppression inspections. Remodeling, repair, demolition, and new construction cannot be started until permits have been acquired.

Any new development must also be in compliance with Woodbridge's [Plan of Conservation and Development](#) and [Inland Wetlands and Watercourses Regulations](#).

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

Step five: *Get your business promoted by the Town*

The Town wants to celebrate your newly-opened business and spread the word to residents. Reach out to Betsy Yagla at (203) 389-3403 to schedule a ribbon cutting and have your business featured in the local media and the Town's website.

Congratulations, and welcome to Woodbridge!

See the other side for local, state and federal resources



Woodbridge Connecticut

Helping You Do Business in Woodbridge

[Economic Development Commission](#) (EDC): The local governmental body responsible for the promotion, development, and support of Woodbridge's business community. (203) 389-3403

[Greater New Haven Chamber of Commerce](#): The chamber provides marketing, professional development, health insurance, disability coverage, workers' compensation, sales leads, and information on state and local government to its members. Additionally, through its Small Business Assistance Center, the GNHCC provides mentoring, credit counseling, professional services, access to financing, and business plan and marketing development. (203) 787-6735

[Community Investment Corporation](#) (CIC): An economic development lender that contributes financial expertise and practical guidance to Connecticut entrepreneurs who need additional support to grow their ideas into businesses. (203) 776-6172

[Connecticut Department of Economic and Community Development](#) (DECD): The state's lead agency working to strengthen Connecticut's competitive economic position by providing programs in areas such as financing, technical assistance, and workforce development. (860) 500-2300

[Connecticut Department of Revenue Services](#) (DRS): The State's tax collection agency. Visit their website to learn what tax forms your business may need to file. If you plan to sell tangible goods, you must file a form to pay state sales tax. (800) 382-9463

[Connecticut Economic Resource Center](#) (CERC): A nonprofit organization that helps businesses start, expand, or relocate in Connecticut by providing registration and licensing support; offering information on municipal, regional, state, and federal resources; and connecting them with the state's commercial real estate community. (860) 571-7136

[Connecticut Procurement Technical Assistance Center](#) (CT PTAC): A business service organization that assists Connecticut businesses interested in selling their goods or services to government entities with marketing and procurement needs. (860) 437-4659 ext. 208

[Connecticut Small Business Development Center](#): A business service organization that provides free advising, training, and resources to Connecticut companies. (860) 486-4270

[Greater Valley Chamber of Commerce](#): The chamber supports businesses in the Naugatuck Valley region through advocacy, educational programming, networking, and marketing. (203) 925-4981

[SCORE](#): Business service organization with free professional mentoring through a network of business executives who volunteer to help businesses grow in Connecticut. (860) 388-9508

[US Small Business Administration \(CT\)](#): Federal agency that offers business counseling, financial assistance, and minority-, woman-, and veteran-owned business support. (860) 240-4700

[Women's Business Development Council](#): A nonprofit organization that provides the tools and resources to help women thrive in business. (203) 353-1750

[Workforce Alliance](#): A policy and oversight agency that coordinates a variety of employment and training initiatives in close collaboration with business, education and training providers, and local elected officials with the goal of improving the delivery of workforce services. (203) 867-4030