

Hair/Nail Salon Guide

Caroline Simmons
MAYOR



Decide on Location

Setup Business

Finance

- Find a location zoned for your business.** Every location is zoned differently -some could require a “Change of Use” or “Conditional Use” application, which can include a public hearing and neighborhood notification.
- Visit the Stamford’s Planning Department’s Planning Information Counter** at 888 Washington Blvd. to understand zoning and building codes. These requirements will determine where you open your restaurant.
- Plan Review Checklist:**
 1. A meeting will be scheduled with Stamford Department of Health (DH)
 2. Submit a plan review application to the DH.
 3. Pay the \$70 application fee and provide:
 - Design/ layout of establishment, specification sheets for all equipment
 - Provide floor, wall, and ceiling schedule in the floor plans
 - Proof of a CT Licensed Cosmetologist. Along with matching driver’s license.
 - Provide outline of proper sanitizing procedures based on barbicide or the sanitizer for the sanitizing the tools and equipment.
 4. A Stamford DH inspector must review the plan. You will be asked to revise the application if needed.
 5. Final plans must be submitted, reviewed and approved by DH
 6. The DH must also conduct a pre-operation inspection. Proper alterations must be made if the restaurant does not match the required layout. Once the needed changes are complete, a final inspection will be needed.
- Review Americans with Disabilities Act (ADA) guidelines** to make sure your business is accessible
- Sign your lease.** Consult with a lawyer before signing your lease.

- Create a plan** for the type of salon you will open.
- Choose a business structure.** LLCs, Corporations, and Limited Partnerships must register their structure with CT Department of Revenue Services before registering locally.
- Trade Name Registration Form** In Stamford, you must register your trade name through the Town Clerk’s office. More information can be found on the Create a Name page.
- Apply for an Employer Identification Number (EIN)** Known as a Federal Tax ID Number from the IRS. This number is used to identify your business and allows you to hire employees. If you are a sole proprietor without employees, you may choose to use your Social Security Number instead.
- REG-1: CT Tax Registration Form** In order to register your business with the State of Connecticut, you must complete the REG-1 Business Tax Registration Form. By filling out this form and the proper addendums, you can get your permit to sell tobacco products, fuel, etc. with the City through the Office of the Tax Collection and the Office of the Assessor.
- Sales and Use Tax Permit** is required in order to sell or lease tangible personal property in the State of Connecticut. You can fill out this permit using the Taxpayer Service Center.
- Obtain workers’ compensation insurance** if you will have employees. You will need this in order to obtain the Department of Public Health (DPH) Permit to Operate.
- New Construction** Submit plans and documents to the Stamford’s Department of Building Inspection. Change and resubmit plans as needed.

- Loans and loan assistance programs** available specifically for small businesses to take advantage of. This funding can be used to pay for a variety of costs including construction, machinery, worker wages, and many other expenses small businesses often incur. Please look into each of the following listing for specific information regarding what each of the loans covers and the requirements needed to receive the funding.
- Here is a list of some prominent small business loan programs:**
 - Enterprise Zone Program;
 - Small Business Assistance Program;
 - New Job Creation Tax Credit Program;
 - Small Business Express Loan;
 - Community Investment Corporation 504 Basic;
 - Connecticut Innovation Fund
- Banks** Financing is generally short-term loans, seasonal lines of credit, or single-purpose loans for machinery and equipment. Most banks require an organized and well-constructed business plan, any personal/business credit history and a cash flow projection for at least one year. Refer to the United States Small Business Administration website for more information on securing a bank loan.
- SCORE** The Service Corps of Retired Executives (SCORE) is an SBA supported nonprofit association made up of thousands of volunteer business counselors throughout the U.S. SCORE is dedicated to the mentoring and education of small business owners. The Fairfield County SCORE Chapter, located in Norwalk Connecticut, is one of the most successful in the country.

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Salon Services

What If..

After Opening

- ❑ **Become a licensed Barber, Cosmetologist, Esthetician, Electrologist, or Manicurist.** Submit a completed initial examination application with the appropriate fee and any additional documentation. Pass your exam and receive your license. ct-clic.com/TradeLicenses/

NOTE: Salon workers must complete a required number of training hours before taking the State Board examination to become a licensed Cosmetologist, Barber, Esthetician, Electrologist, or Manicurist. Be sure you understand the hourly requirements, list of qualifying training schools, application process, and examination procedures.

- ❑ **Apply for an Establishment License** from the Director of Health of the City of Stamford. This certifies the salon itself. You will need your State entity information (business structure) and EIN to obtain an establishment license. <http://www.stamfordct.gov/environmental-health-inspections-division/pages/salons>

- ❑ **The Weights and Measures Licenses program** registers weighing or measuring devices to ensure consumer protection and rights. Applies to any business that will be using regulated weighing and measuring devices. stamfordct.gov/environmental-health-inspections

- ❑ **If you plan to hire employees,** be sure to follow all wage and employment guidelines.

- ❑ **If you want to rent out chairs (also known as booth rental),** Be sure that your renters have the proper licenses and permits. This means that a stylist is renting a station in your salon. The stylist pays you rent to use your facility, but typically keeps what they earn directly from his or her clients.

- ❑ **If you plan to offer any additional services** like a mobile spa or in-home salon, apply for specialized licenses from the Director of Health of the City of Stamford.

- ❑ **Post all required posters and permits** including No Smoking signs, minimum wage information, health inspection results, etc.

- ❑ **Mark your calendar.** Schedule equipment maintenance and set reminders to renew your permits and licenses as needed.

- ❑ **City Salon Sanitation Highlights** - Be sure to abide by the rules and regulations as laid out by the City of Stamford Health Department. <http://www.stamfordct.gov/environmental-health-inspections-division/pages/salons>

- ❑ **Prepare and pay your local, state, and federal taxes.** Learn more from these departments:

- Stamfordct.gov/tax-collection
- Ct.gov/DRS
- Irs.gov

Important City Department Phone Numbers:

Planning and Zoning	203-977-4711
Building Department	203-977-5651
Department of Health	203-977-4382
Fire Marshall	203-977-4763

Find all related permits and resources on the online version of this starter guide:
www.ChooseStamford.com

For further business assistance, please contact Stamford's Office of Economic Development
(203)-977-5168
EconomicDevelopment@StamfordCT.gov