

Small Contractor Guide

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MAYOR



Setup Business

Construction Services

After Opening

- Create a plan** for the type of restaurant 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.

NOTE: You may choose to obtain a separate business address, or you may use your personal address for your registration. Whichever you choose, it must be a physical address, not a P.O. Box.
- Loans and loan assistance programs** available specifically for small businesses to take advantage of. For more information on financial assistance, see [Borrowing Money](#) on the Stamford Business Portal. [Have an internal link to Borrowing Money.](#)

- 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.
- Obtain a Sign Permit** if your business plans on using a sign. This permit is required for more business signs and includes fabricated, hanging, and painted.
- 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 a Home Improvement License and a Building Permit** There are required for contractors that work on residential property and plan on making any additions, alterations, or repairs to a building including electrical wiring and plumbing installations. Home Improvement License at: <http://www.ct.gov/dcp/cwp/view.asp?a=1622&q=446460> and Building Permit/Inspection application at: <http://www.stamfordct.gov/building-inspections/pages/building-permit-application-forms>.
- Adopt workplace safety measures** that comply with Occupational Safety and Health Administration (OSHA) requirements. These include providing a workplace free of hazards, training employees to do their jobs safely, notifying government administrators about serious workplace accidents, and keeping detailed safety records. [osha.gov](http://www.osha.gov)
- Obtain the tools you need.** General and specialized tools vary depending on the type of services you provide, so decide which tools you need, and whether you should rent or buy.

- Solicit Work** using the web, word-of-mouth, advertising, partnerships, etc..
- Negotiate compensation & payment plans** prior to signing a contract. Consider taking a class or seeking other advice on contracts.
- Ensure all building permits are in order.** As a contractor, you are ultimately responsible for advising the person or company that hired you. You may not begin working without proof that all required permits are approved.
- Dispose of construction and demolition debris properly.** These materials must be removed from a project and properly recycled or reused.
- 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 Marshal	203-977-4651

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