

Online Resources

Town of Ledyard

<http://www.ledyardct.gov>

Greater Norwich Area Chamber of Commerce

<https://www.norwichchamber.com>

Eastern CT Chamber of Commerce

<https://chamberect.com>

State of Connecticut

<http://www.ct.gov>

Connecticut Licensing Center and Smart Start

<http://www.ct-clic.com>

State of CT Secretary of State

<http://www.sots.ct.gov>

AdvanceCT

<https://www.advancect.org>

Southeastern CT Enterprise Region (seCTer)

<https://www.secter.org>

SCORE

<https://www.score.org>

U.S. Small Business Administration

<http://www.sba.gov>

Internal Revenue Service

<http://www.irs.gov>

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov>

Franchise Registry

<https://www.franchiseregistry.com>



Reasons to do business in Ledyard

- Midway between New York City and Boston
- Proximity to Foxwoods Resort Casino and Mohegan Sun Casino & Resort
- High Quality of Life
- Competitive Business Costs
- Available Commercial and Industrial Land & Space
- Available Workforce
- High Quality Education
- Opportunities for Home-Based Businesses
- Solid Transportation Network

Economic Development Commission

A Reference Guide
For Businesses in
Ledyard & Gales Ferry



Town Of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339-1511
Phone: 860-464-8740
<http://www.ledyardct.gov>





The Town of Ledyard Connecticut

Steps for Starting a Business in Ledyard or Gales Ferry

Ledyard Ledyard Town Hall

741 Colonel Ledyard Hwy, Ledyard, CT 06339-1551 (860) 464-8740 - Main Number

Whether you are beginning to think about entrepreneurship or are ready to begin your business venture, Ledyard is firmly committed in providing you with the resources that you need to be successful in starting a business. Most departments that you will need to contact are located in Ledyard's Town Hall.

The Ledyard Economic Development Commission wants to help you start your business. Contact John Vincent, EDC Chairman, at (860) 460-3463.

Planning Department

Director of Land Use & Planning / Economic Development Coordinator, Elizabeth Burdick
(860) 464-3215 M-Th 7:30am – 4:45pm

A great place to start is at the Planning Director's Office in Town Hall. Liz Burdick is eager to help you establish your business in Ledyard. She can help identify available land and buildings, small business assistance, business start-up consulting, and the steps needed to open your business. The Planning Director will evaluate whether you should present your business proposal to the Economic Development Commission which meets monthly.

Zoning Department

Zoning Official, Kyle Faulise
(860) 464-3216 M-Th 7:30am – 4:45pm

All businesses within the town are required to obtain a zoning permit, whether it is in a new building, an existing commercial space or is home-based to ensure that their business conforms to zoning regulations and obtain approvals for site plans and signage. A new business may require a special permit with public hearing and/or site plan review and approval by the Planning & Zoning Commission. The Zoning Official should be an early stop in your inquiry process to ascertain the process steps required.

Building Department

Building Official, Randy Dalton
Land Use Assistant, Rosanne Kotowski
(860) 464-3217 M-Th 7:30am – 4:45pm

If you intend to construct a new structure, add to existing structures or make any modifications to structures, including residential homes, the Building Department will provide you with a complete check list of regulations, applicable fees, permits required & procedure for inspections.

Ledyard Fire Department

Fire Marshal, James Mann
(860) 464 – 6858 M - F 8:30am- 4:30pm
11 Fairway Dr, Ledyard, CT 06339-1551

The Ledyard Fire Marshal office will advise you on the fire protection requirements, even for a business in a residential home. If necessary, they will review your plans and give required approvals.

Land Use Department

Director, Liz Burdick
Land Use Assistant, Deb Dobson
(860) 464-3266 M - F 8:00am – 4:30pm
82 Town Farm Rd, Ledyard, CT 06339-1551

A "Change of Occupancy (i.e. new business owner) and/or Change of Use for Commercial Establishments" form is available at the Land Use Office.

Water Pollution Control Authority (WPCA)

WPCA Supervisor, Stephen Banks
(860) 536-1769 M - F 8:30am – 4:30pm
82 Town Farm Rd, Ledyard, CT 06339-1551

You can determine whether your business is connected to a town water or sewer system by contacting the WPCA office or the Land Use office. The WPCA will advise you if the appropriate regulations that will affect your business including required permits or hook-ups.

Ledge Light Health District (LLHD)

Stephen Mansfield, Director of Health
Wendy-Brown-Arnold, Supervisor, Land Use Activities
(860) 448-4882 M - F 8:00am – 4:30pm
216 Broad St, New London, CT 06320

LLHD represents many municipalities in southeastern Connecticut including Ledyard. LLHD is responsible for licensing and/or regulating food service, lodging, day care, pool and cosmetology businesses. LLHD performs inspections of septic systems, and wells as required by the Connecticut General Statutes, the Connecticut Public Health Code and local regulations. All businesses require sign off by LLHD, whether it is in a new building, an existing commercial space or is home-based. A "Change of Occupancy (i.e. new business owner) and/or Change of Use for Commercial Establishments" form is available at the Land Use Office for sign-off purposes.

Town Clerk

Patricia A. Riley
860-464-3257 M-Th 7:30am – 4:45pm

Registering your business name with the State of Connecticut is required for all businesses. Obtain a Trade Name Certificate at Town Clerk's office in Town Hall.

Tax Assessor

Adrianna Hedwall, CCMA II
860-464-3237 M-Th 7:30am – 4:45pm

On October 1st of each year, personal property declarations are sent to each business by the Assessor's Office. Each business, including a home based business, must declare all furniture, fixtures and equipment used to operate their business. The Assessor's Office located in Town Hall can assist you in completing the form.

Other new business considerations:

- Obtain an Employee Identification Number (EIN)
- Selecting a legal business structure (sole proprietorship, partnership, corporation)
- Writing a business plan and marketing plan
- Financing your business
- Obtaining required business licenses and permits (state/ federal/ international)
- Acquiring adequate business insurance
- Understanding employer responsibilities
- Joining a professional organization

Ledyard strives to continually support the needs of its business community. You are encouraged to visit or call with any business questions.