



A Guide to Starting a Business in the Town Of Warren

Understanding the Permit and Procedure Process

1. Visit the Building / Zoning Official

Meeting with the Building/Zoning Official is the first step in the process of opening a business in Warren. We recommend that you make an appointment to meet with him at his office. Although you are always welcome at Town Hall, an appointment will ensure that you make the most of your time. The Building/Zoning Official will need to know at least the following information:

- > The type of business you intend to open
- > The proposed location
- > The types of goods or services offered
- > Plans for parking
- > Proposed Signage

Some Businesses require a **Special Use Permit (SUP)** or a **variance** from the Zoning Board and other projects may require review from the Planning Board. All new signs require a building permit from the Building Official. Specific signage regulations, such as size, number, and location, vary by zoning district and can be found in the zoning ordinance. Zoning maps and the Zoning Ordinance can be found online at in the Document Library of this website.

2. Review zoning application requirements (if applicable)

If your business conforms to zoning regulations, the Building Official may grant you administrative approval to move forward. If your project requires a Special Use Permit (SUP) or variance, then you must get approval from the Warren Zoning Board of Review. Here are a few examples of what would require zoning relief:

- > Signage
- > New construction/renovations
- > Parking
- > Special/unique uses

If you require a SUP or variance, the Building/Zoning Department Secretary can provide you with the schedule for meeting times and contacts for the local boards that you will need to review your application.

The Department of Building and Zoning will be happy to assist you in preparing your application.

3. Submit Zoning Application and Contact State Agencies (as needed)

The Zoning Board process requires the submittal of a formal application. The process will require a public hearing before the Board. All schedules and applications are available in the Department of Building and Zoning or this website at the Building and Zoning Page. Town Boards meet monthly and applications are due 30 days prior.

Please recognize that the zoning approval process may take several months to complete. The Zoning Official can help clarify the amount of time your project will require. Remember to give yourself sufficient time to secure all necessary permits and approvals. Although it may seem complicated, we are here to make the process go as smoothly as possible. These requirements are in place for the protection and the benefit of you, your customers, and the community.

4. Apply for licenses

The Town Clerk's Office is responsible for receiving applications for the following business licenses:

- > Victual (food service)
- > Liquor
- > Entertainment
- > Holiday Sales
- > Kennel

Applications are available in the Town Clerk's Office or online in the **Document Library**. Please note that application fees apply. You will need to appear before Town Council at a scheduled meeting to receive approval for your license application.

5. Permits and construction

Remodeling and construction will require permits including plan approvals from the Fire Department, the Building Department, and any other appropriate town department. Building Codes and Fire Codes are applicable to any business to protect your business and the community.

6. Occupancy and opening your business

Once construction is complete and the Building Official and Fire Official have made final inspections, you will receive your Certificate of Occupancy (CO) or Certificate of Completion. Be sure all your necessary business licenses are in place and that your fees and taxes are paid before opening.

welcome, and best of luck!