



## NEW TENANT PROCESS MULTI-TENANT BUILDINGS Town of East Granby

If you are a new tenant locating in a multi-tenant building you need to visit the following Town Hall Offices:

- 1) **Town Clerk Office:** to file a trade name certificate
- 2) **Assessor Office:** to file personal property forms
- 3) **Building Department:** to take out one of the following permits:

**Change of Occupancy:** This means you are operating the same type of business as the previous tenant the only change is in ownership. Your permit shall include a copy of your proposed signage from your sign vendor. If your signage is going to be installed in the same location, and the size is not changing from what was previously approved, you will still need to obtain a sign permit, but no permit fee will apply.

**Change of Use:** This means you are opening a new business and the proposed use is different than what the previous tenant operated from the proposed space. Your permit shall include a copy of your proposed signage from your sign vendor. If your signage is going to be installed in the same location, and the size is not changing from what was previously approved, you will still need to obtain a sign permit, but no permit fee will apply. Along with your signage information you shall provide the following additional information: description of business, typical equipment used in the operation, number of people employed, normal hours of operation, number of customers (trips) per day, impacts from the change in use on the area specifically with respect to traffic, noise, parking, lighting, water/sewer use etc.

Please remember additional permits may be required if you are making any interior changes to the tenant space. “Cosmetic” changes such as painting, carpeting, flooring, etc. do not require a permit. The following are a list of permits you can obtain from the Building Department: Building, Plumbing, Electrical, and Mechanical. A good “rule of thumb” is if you are adding something new you need a permit; if you are repairing or replacing something that has already been permitted and inspected then you don’t need a permit. For any questions regarding the permit process please call us at (860) 653-3444.

- 4) **Fire Marshall Office:** Before you open your business it is necessary for the Fire Marshall to complete an inspection to ensure proper egress, emergency lighting, etc. is in place.