

NEW BUSINESS CHECKLIST

- Are you planning to:
- Lease a space for your business?
- Buy a building for your business?
- Renovate your building for expansion of your business?
- Change the use or activity in your building?
- Take over an existing business?

The Town of Manchester would like to help you avoid costly delays and unanticipated expenses by encouraging you to contact the following administrative, building and safety officials early in your planning and decision-making process.

Step 1 – Contact the Downtown Manchester Special Services District (DMSSD)

If you are interested in a property or business location in Downtown Manchester DMSSD staff can assist you in reviewing available properties, provide connections to property owners or agents and coordinate preliminary meetings with relevant town staff. Contact Tana Parseliti, Downtown Manager, 860 645-2101 or tparseliti@manchesterct.gov

Step 2 - Contact the Zoning Enforcement Officer

To make sure your proposed use is permitted by Manchester Zoning Regulations in the space you are interested in contact Jim Davis, Zoning Enforcement Officer at 860 647-3057 or jdavis@manchesterct.gov

Step 3 – Contact the Building Department

To make sure building code will allow your proposed use in the building as it is currently constructed. Or, if renovations or alternations are planned, call the Building Department to ensure that the code does not require a larger scope of work then you anticipated. Contact Greg Smith, Chief Building Official at 860 647-3052 or gsmith@manchesterct.gov OR Jim Roy, Assistant Building Official, at 860 647-3110 or jroy@manchesterct.gov

Step 4 – Contact the Fire Marshall

To make sure your use of the building or proposed alterations to the building will meet all of the requirements of the fire code. The contact for Downtown properties is Lawrence Talbot, Fire Marshall 860 647-3267 or ltalbot@manchesterct.gov

The contact for properties within the Eighth Utilities District is Ken Roback, Fire Marshall at 860 643-6209 or krobback@mfd8th.org

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If you are a food related business or massage therapy establishment.....

Step 5 – Contact the Health Department

To ensure any necessary permits are acquired and requirements are met. Contact Kim Dubanoski at 860 647-3173 or kdubanoski@manchesterct.gov

Once you have settled on a property or business location in the Downtown we can set-up an onsite meeting with relevant Town staff to go over any approvals that will be required. Contact Tana Parseliti, Downtown Manager at 860 645-2101 or tparseliti@manchesterct.gov OR Gary Anderson, Director of Planning and Development at 860 647-3044 or ganderson@manchesterct.gov

For general questions about Town-wide Economic Development, building or space availability, development applications and available incentive programs contact Gary Anderson, Director of Planning and Development at 860 647-3044 or ganderson@manchesterct.gov

Early contact with Town staff will help to make you property acquisition or tenant build out as easy and efficient as possible. We look forward to working with you.

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