



Doing Business in Mansfield

If you are considering opening a business in Mansfield, you should follow these basic steps. Part One shows you all of the pre-filing preparations for starting a business. Part Two details how to file and register your business at the Federal, State, and Local level. A digital walkthrough of Part Two can be found on the [Connecticut Secretary of the State](#) website. These ten steps come from the [U.S. Small Business Administration \(SBA\)](#) website; here you can find more detail on each step.

This is not meant to be a complete guide to create your business; rather it provides you with the general steps you should follow. For more information, please explore the links at the end of this guide.

Part One:

1. Write a Business Plan

A business plan is the road map for developing your business. It should detail your business goals, its structure, the financial overview of the markets, and its financial projections for the first 3-5 years of operation. The SBA provides an online [“Build Your Business Plan”](#) workbook that you can edit, save, and print at your convenience. The State of Connecticut also provides a number of resources including:

- [Connecticut Economic Resource Center, Inc.](#)
- [Connecticut Small Business Development Centers](#)
- [Connecticut Data Collaborative](#)
- [SCORE](#)

2. Get Business assistance and training

If you are unsure about how to run a business or want to learn new skills, there are a number of resources available to you. The [SBA Learning Center](#) has online trainings, videos, chat sessions, and many more free resources. Locally [Connecticut’s Business Response Center](#) has business resources, statistics, counseling, professional and other services available for your new business.

3. Choose a Business Location

The decision of where to operate your business hinges on several factors. In Mansfield this starts with a conversation with the [Zoning Enforcement Officer \(ZEO\)](#) in town. The ZEO can provide information on the zoning for your proposed location, determine appropriate signage, and explain the various Home Occupations allowed in Mansfield. They can also tell you about other departments you may need to speak with such as Eastern Highlands Health District or the Building Department.



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In addition you should examine and assess the surrounding businesses, the site's physical accessibility, access to your suppliers, the taxes, employee costs, etc. to see how your business would fit in Mansfield.

4. Finance your Business

There are numerous ways to finance your new business. The SBA has [Small Business Loans \(7a\)](#) and [Microloan](#) programs. The [Connecticut Secretary of the State](#) suggests the following additional sites:

- [Connecticut Angel Investor Forum](#)
- [Community Investment Corporation](#)
- [Connecticut Department of Economic and Community Development](#)
- [Connecticut Innovations](#)

5. Determine the Legal Structure of your Business

There are a number of ways that you can create a legal structure for your business. Here are a few from the [Connecticut Department of Revenue Services](#) website:

- **Sole Proprietorship:** owned and operated by one individual
- **Partnership:** the relationship between two or more persons who join together to carry on a trade or business
- **Corporation:** an entity created under state law with a legal existence separate and apart from its shareholders
- **Limited Liability Companies (LLC):** including a single member limited liability company (SMLLC), is another entity created under state law with a legal existence separate and apart from its members
- **Non Profit:** any social, civil, religious, political subdivision or educational organization that has been federally recognized thus qualifying them to be exempt from Connecticut sales and use taxes

Part Two:

6. Register a Business Name

To ensure your business name is not already taken, check first with the Connecticut Secretary of the State and perform a [Business Name Search](#). If the name is available, and your business is neither a Sole Proprietorship nor a General Partnership, then you need to register your business with the Secretary of the State. All trade names must be registered in the Mansfield Town Clerks Office, [click here for link to forms and fees](#).



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7. Get a Tax Identification Number

Once you have registered your business name, you may apply for an Employer Identification Number (EIN). An EIN is also called a Federal Tax Identification Number. The Internal Revenue Service (IRS) explains [the process to get an EIN here](#).

8. Register for State and Local Taxes

After you have an EIN, you will need to register with the [Connecticut Department of Revenue Services](#) to receive a Connecticut Tax Registration Number. In addition to this, you will also need to file a Personal Property Declaration with the Town of Mansfield's [Assessor's Office](#). It is your responsibility as the property owner to file a declaration. The Assessor only mails assessments to known owners of taxable personal property; if you do not receive a notice, you must still file.

9. Obtain Business Licenses and Permits

Depending on what your business does, you may or may not be required to file for licenses and/or permits. This may need to be done with the [Federal Government](#) and/or the [State of Connecticut](#). Follow these links to check and see what licenses and permits you may need to file for.

10. Understand Employer Responsibilities

As a business owner, you have certain obligations to your employees. This includes withholding taxes, workers compensation, employer eligibility, etc. For a full list and links see the [SBA's Hiring and Retaining Employees](#) and the [Connecticut Department of Labor](#) pages.

If you follow these steps and utilize all of the resources available to you, then your business should be ready to open its doors.

Thank you for deciding to start your business here in Mansfield. If we can provide you with any assistance in this process, please feel free to reach out to the [Mansfield Economic Development Commission](#) or the [Mansfield Planning and Zoning Department](#) at 860-429-3330 or via email at PlanZoneDept@mansfieldct.org.

The Town of Mansfield is here to assist and support your business.



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Some Helpful Business Links:

[Connecticut Business Response Center](#)

[Connecticut Department of Economic and Community Development](#)

[Connecticut Department of Energy and Environmental Protection](#)

[Connecticut Department of Labor](#)

[Connecticut Department of Revenue Services](#)

[Connecticut Economic Resource Center \(CERC\)](#)

[Connecticut for Business](#)

[Connecticut Secretary of the State](#)

[Federal Emergency Management Agency: Protecting Your Business](#)

[Internal Revenue Service](#)

[Northeast Connecticut Economic Alliance](#)

[Prepare CT](#)

[State of Connecticut Workers' Compensation Commission](#)

[Tolland County Chamber of Commerce](#)

[Town of Mansfield](#)

[Town of Mansfield – Economic Development](#)

[Town of Mansfield – Town Clerks Office](#)

[US Department of Housing and Urban Development](#)

[US Economic Development Agency](#)

[US Environmental Protection Agency](#)

[US Small Business Association - Connecticut](#)

[Windham Regional Chamber of Commerce](#)

[Workforce Alliance](#)