

## Starting a Business in Thompson General Checklist

The general checklist below may be used in planning for the approval process with the Town of Thompson. Staff in the various offices will assist in reviewing the list to determine which steps you will need to take for your business development.

- 1. Is the business use allowed in the zone I want to locate my business?
- 2. Did I schedule a Pre-application meeting with Planning, Zoning and/or building staff?
- 3. For re-occupations and renovations, did I schedule a preliminary walk-through with the Building Official, Fire Marshal & Zoning Enforcement Officer?
- 4. What land use permits are required?
  - a. Zoning permit: Zoning Enforcement Officer
  - b. Home Occupation (Neighborhood Limited Enterprises): P&Z Commission
  - c. Site Plan Review: P&Z Commission
  - d. Special Permit: P&Z Commission (public hearing required)
  - e. Appeal of ZEO Decision: Zoning Board of Appeals (public hearing required)
  - f. Zoning Variance: Zoning Board of Appeals (public hearing required)
  - g. Zoning Regulation Change: P&Z Commission (public hearing required)
  - h. Zoning Map Change: P&Z Commission (public hearing required)
  - i. Subdivision or Re-subdivision: P&Z Commission (public hearing required)
  - j. Inland Wetlands Permit: Inland Wetlands Commission
  - k. Wetland Agent Approval: Wetlands Agent
  - l. Building Permit: Building Official
- 5. Will I need consultants to assist in preparation of professional plans?
- 6. Did I record land use approvals in the Town Clerk's office (if required by state law)?
- 7. Did I contact other agencies, utilities, and departments to comply with their requirements?
- 8. Did I obtain a building permit and comply with all building and fire code requirements?
- 9. Before making any changes to my plans during construction, did I review those with Planning, Zoning and/or Building staff?
- 10. Did I provide a minimum of two weeks' notice to the Planning and Development Office for a Certificate of Zoning Compliance?
- 11. Following the Certificate of Zoning Compliance, was a Certificate of Occupancy issued by the Building Official?
- 12. Is my trade name filed in the Town Clerk's Office?
- 13. Did I complete a declaration of property in the Assessor's office?
- 14. Is my business listed in the Economic Development Directory?