

## **Procedure for Opening a Beauty Salon or Barber Shop in Bridgeport**

- You must provide zoning compliance documentation to verify that the business has been approved by the Zoning Department to operate at a specific location. This should be done even if it is an existing business because often times the previous owner hasn't gone through the proper procedure.
- If you are doing any renovations inside the establishment, you must obtain a permit from the Building Department.
- If you are changing the existing name of a business, you must go to the Town Clerk's Office in City Hall at 45 Lyons Terrace to obtain a trade name certificate showing the new name of the business.
- You must provide us with a floor plan for your business showing where your stations are set up and all necessary equipment, etc.
- You must provide us with copies of cosmetology licenses of all personnel along with their driver's licenses as well.
- In order to be the manager of a shop, you must have two years of experience behind you to be designated as a manager.
- Once you have provided all of the necessary paperwork to our department a preoperational inspection will be done of your establishment at which time you must be prepared to pay the inspector doing the inspection the license fee in the form of a money order for \$ 150.00 made payable to Bridgeport Health Department.
- You must also make sure there are no taxes owed for the business. This can be done by checking with the Tax Collector's Office in City Hall at 45 Lyon's Terrace. Failure to do so will delay your business from being opened.