



Economic Development Commission Newsletter

New Signage Laws Benefiting Home-Based Businesses

Effective March 10, 2023

Burlington home-based businesses may now apply for a zoning permit for any one (1) of following sign types.

- A mailbox sign of up to 2 square feet affixed to one or both sides of a mailbox.
- An entryway sign of up to 2 square feet affixed to the structure.
- A yard sign of up to 4 square feet displayed at least 5 feet from the front yard lot line.

Who Qualifies:

- Home Based Businesses that do not require a special permit.
- Must have filed a Trade Name certificate form with the Town Clerk's Office. To obtain a trade name certificate form go to: <https://www.burlingtonct.us/town-clerk>
- Select the 'Trade Certificate' link and fill out the required form.
- Return the completed form to the Town Clerk's Office for filing. The fee is \$10.
- If you have questions, email Mary-Jane Ugalde at ugalde.m@burlingtonct.us or call 860-673-6789x2

Sign Criteria:

- No moving parts.
- No lights or illumination.
- Double sided signs must have the same content on both sides.
- Shall not create hazards for traffic, pedestrians, or the structure to which it is affixed.
- Sign permits are not transferable to successor businesses.

How to get your sign permit:

- Go to **Town of Burlington website** at <https://www.burlingtonct.us/>.
- Find the list of links to the right of the screen (may be below on phones and tablets).
- Select "Land Use Permits Online".
- A mandatory disclaimer page will appear. Confirm that you have read the SWPCP requirements and that you are not a Bot, then click submit.
- Scroll down to the "Zoning Permits Section" and click on the "Signs" icon.
- **IMPORTANT:** The Property Information and Contractor(s) fields require an entry or all data entered will be lost.
 - For Property Information, enter your address
 - For Contractors, enter "Land Use"
- Fill in all fields with a ***red asterisk***.
- Type in the Applicant's name for the e-Signature.
- Upload the design specifications of your sign OR email them to Jerry Burns, Zoning Enforcement Officer at zeo@burlingtonct.us
- Click the submit button. If there are any form errors you will be prompted to correct.
- The cost to apply for the permit is \$60. You can pay online with a credit or debit card, processing fees apply, or you can pay by check or cash at town hall.

If you have any problems with the Zoning permit application or have questions concerning Zoning Regulations for signs, contact Jerry Burns via email at zeo@burlingtonct.us or call 860-673-6789x211.

Please note this newsletter does not in any way alter or replace the language found in the Town of Burlington Zoning Regulations. Any conflicting language is unintentional and all language defers to the Zoning Regulations in effect currently.