



Joseph P. Ganim  
Mayor

City of Bridgeport  
**Department of Health & Social Services**  
**Environmental Health**

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

1. You must provide zoning compliance documentation to verify that the business has been approved by the **Zoning Department**, at City Hall, 45 Lyon Terrace, 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 procedures.
2. If you are doing any renovations inside the establishment, you must obtain a permit from the **Building Department**, at City Hall, 45 Lyon Terrace.
3. If you are changing the existing name of a business, you must go to the **Town Clerk's Office** at City Hall, 45 Lyon Terrace to obtain a Trade Name Certificate, showing the new name of the business.
4. You must also make sure there are no taxes owed for the previous business. This can be done by checking with the **Tax Collector's Office**, City Hall, 45 Lyon Terrace. Failure to do so will delay your business from being opened.
5. Provide with copy of lease or bill of sale.
6. 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 install a hand sink near the stations.  
**Note: For Beauty Salons, you must install a ventilation system to extract odors and fumes.**
7. In order to be the Manager of a shop, you must have two (2) years of experience behind you to be designated as Manager.
8. You must provide copies of **Cosmetology License** of all personnel along with their driver's licenses as well.
9. Once you have provided all necessary paperwork to our department a pre-operational inspection will be done of your establishment. At that time you must be prepared to fill out the form and pay the inspector the license fee in the form of a money order for \$175.00 made payable to: **Bridgeport Health Department**.
10. Fee for the Plan review is \$100 to \$300 depending on sq. ft. of the business.