

# Hair Braiding Salon License Renewal Instructions

**Start Here**

**Have you checked with zoning to make sure the business type is approved for the location?**

**YES**

**NO**

**Bring a copy of the Zoning Compliance Certificate”.**

**Go to The Zoning Department for approval.**

**Will the property be renovated inside?**

**YES**

**Go to The Zoning, Building, and Health Departments for further instructions.**

**NO**

**Do you have a Trade Name Certificate?**

**NO**

**Follow the link below on how to obtain a Trade Name Certificate.**

**YES**

**Bring a copy of the Trade Name Certificate.**

**Have you checked with the Tax Assessor to ensure the previous owner does not owe business taxes?**

**NO**

**Check with the Tax Assessor, as previous owner’s taxes are not your responsibility.**

**YES**

**Do you have a copy of the lease or sale of the business?**

**NO**

**Get a copy before applying.**

**YES**

**Bring a copy of the lease or sale paperwork.**

**Do you have a floor plan showing the location of all equipment? (Including hand sinks near the stations)**

**NO**

**Have a floor plan made.**

**YES**

**You are ready to apply!**

Departments located at 45 Lyon Terrace: Zoning, Building, Fire Marshal, Tax Assessors, and City Hall.  
Trade Name Certificate Information: <http://www.bridgeportct.gov/content/89019/89914/89930.aspx>