

# Cleaning Business Guide

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MAYOR



## Setup Business

- Create a plan** that determines what type or range of cleaning services you will provide.
- Choose a business structure** LLCs, Corporations, and Limited Partnerships must register their structure with CT Department of Revenue Services before registering locally.
- Apply for an Employer Identification Number (EIN)** Known as a Federal Tax ID Number from the IRS. This number is used to identify your business and allows you to hire employees. If you are a sole proprietor without employees, you may choose to use your Social Security Number instead.
- Trade Name Registration Form** In Stamford, you must register your trade name through the Town Clerk's office. More information can be found on the Create a Name page.
- Register your business** with the State of Connecticut by completing the REG-1 Business Tax Registration Form. By filling out this form and the proper addendums, you can get your permit to sell tobacco products, fuel, etc.
- Choose and file a business name.** In Stamford, you must register your trade name through the Town Clerk's office. More information can be found on the Create a Name page.

## Cleaning Services

- Adopt workplace safety measures.** CONN-OSHA utilizes the OSHA Field Operations Manual (FOM) to provide guidance for the enforcement program. The enforcement program includes providing a workplace free of hazards, training employees to do their job safely, notifying government administrators about serious workplace accidents, and keeping detailed safety records.
- Consider obtaining general liability insurance.** In a cleaning business, you will be performing various types of physical activity and operating in other people's offices or homes.
- Dispose of hazardous materials properly.** The Department of Energy & Environmental Protection has developed a format for a hazardous Waste Management Compliance Plan that small businesses may use in preparing the plan for future compliance required by the RCRA Small Business Enforcement Policy.

## After Opening

- Solicit Work** using the web, word-of-mouth, advertising, partnerships, etc. Create a sales plan or system for marketing and managing leads (such as a CRM).
- Negotiate compensation & payment plans** prior to signing a contract. Consider when to use a flat project rate, percentage of expenses, hourly rate, and/or commissionable rate.
- Prepare and pay your local, state, and federal taxes.** Learn more from these departments
  - [Stamfordct.gov/tax-collection](http://Stamfordct.gov/tax-collection)
  - [Ct.gov/DRS](http://Ct.gov/DRS)
  - [Irs.gov](http://Irs.gov)

### **Important City Department Phone Numbers:**

|                      |              |
|----------------------|--------------|
| Planning and Zoning  | 203-977-4711 |
| Building Department  | 203-977-5651 |
| Department of Health | 203-977-4382 |
| Fire Marshal         | 203-977-4651 |

Find all related permits and resources on the online version of this starter guide:  
[www.stamfordbusinessportal.org/start/your/business](http://www.stamfordbusinessportal.org/start/your/business)

**For further business assistance, please contact**  
Thomas Madden, AICP  
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(203)-977-5168 [tmadden@stamfordct.gov](mailto:tmadden@stamfordct.gov)