



STATE BUILDING PERMITS WHEN ARE THEY REQUIRED AND HOW TO OBTAIN THEM

The owner, or a designated representative, of a building or premises shall obtain a State Construction Permit before beginning any new construction, addition, alteration, modification, renovation, demolition or installation of fixed building equipment within a public building as defined by State Statute and the Vermont Fire and Building Safety Code.

Public Building definition—In its simplest terms, a public building can be defined as any building in the State of Vermont except single family owner occupied homes, registered home daycares, and some agricultural buildings. Some examples of structures that are considered public buildings are:

- ◆ Apt & Condo Buildings
- ◆ One & Two-Family Rentals
- ◆ Hotels & Motels
- ◆ Inns & B&B's
- ◆ Ski Houses
- ◆ Businesses
- ◆ Restaurant/Bars
- ◆ Schools
- ◆ Town & Municipal Buildings
- ◆ Store & Retail Buildings
- ◆ Storage Buildings
- ◆ Repair Garages

*For more information regarding the definition of a public building, please visit our website and refer to the Vermont Fire and Building Safety Code, or contact your regional Division of Fire Safety Office.

ADDITIONAL PERMIT AND LICENSING REQUIREMENTS

	State Construction Permit	State Electrical		State Plumbing	
		Permit	License	Permit	License
All Public Buildings Excluding One and Two-Family Rentals	Yes	Yes	Yes	Yes	Yes
One and Two-Family Rentals	Yes	Yes	No	Yes	Yes
Single Family Owner-Occupied	NO	NO	NO	Yes*	Yes*

* Permit ONLY required for those on Public Water and/or Sewer. Those on private systems are not required to obtain a State Permit.

HOW TO OBTAIN A STATE CONSTRUCTION PERMIT

- 1) Develop a project scope and construction documents, such as plans and specifications relating to the proposed construction work or equipment installation under consideration.
- 2) Fill out a State DFS Construction Permit Application form in its entirety and submit it to the DFS Regional Office with the required permit fee and above-mentioned plans and specifications.
- 3) The project will be reviewed by Division staff and work can commence on the proposed project once the applicant receives a plan review letter and permit poster back in the mail.
- 4) It is always important to consult with your local town office to ensure compliance with any required local permits.

This Town is served by the Rutland Regional Office of the Vermont Division of Fire Safety

For additional information regarding permitting requirements, or to obtain information about programs offered by the Division such as inspections of rental properties, please contact us

56 Howe Street, Building A, Suite 200, Rutland Phone: 802-786-5867, Fax: 802-786-5872