



Vermont Department of Public Safety

# DIVISION OF FIRE SAFETY VERMONT

45 State Drive Waterbury, VT 05671 | 802-479-7561 | 800-640-2106

[firesafety.vermont.gov](http://firesafety.vermont.gov)



April 2022

## STATE BUILDING PERMITS REQUIRED

Independent of the towns planning and zoning requirements, 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 20 V.S.A. § 2730 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 with the exception of single-family owner-occupied homes, registered home daycares, and some agricultural buildings. Some examples of structures that are considered public buildings are:

- |                            |                             |                          |                |
|----------------------------|-----------------------------|--------------------------|----------------|
| Apartment buildings        | One- and Two-family Rentals | Hotels / Motels          | Businesses     |
| Inns and B&B's             | Ski houses                  | Store / Retail buildings | Repair Garages |
| Restaurants / Bars         | Schools                     | Storage buildings        |                |
| Town / Municipal buildings |                             |                          |                |

### 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.

### ADDITIONAL STATE PERMIT AND LICENSING REQUIREMENTS



The Division of Fire Safety Permit Applications and Trade Licenses, Certification and Renewals are Now Available Online at [www.firesafety.vermont.gov](http://www.firesafety.vermont.gov)

	State Construction Permit	State Electrical		State Plumbing	
		Permit	License	Permit	License
<b>Required</b>					
Single Family Owner-Occupied	No	No	No	Yes*	Yes*
All Public Buildings Excluding One- and Two-family Rentals	Yes	Yes	Yes	Yes	Yes
One- and Two-Family Rentals	Yes	Yes	Yes	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.



For additional information regarding permitting requirements, safety codes or to obtain information out more about additional programs and services offered by the division, please contact your regional Division of Fire Safety office.

Williston Regional Office	Waterbury Regional Office	Rutland Regional Office	Springfield Regional Office
3380 Hurricane Lane, Suite 101 Williston, VT 05495 Phone: (800) 366-8325, or 802-879-2300 Fax: (802) 879-2312	45 State Drive, Waterbury, VT 05671-8200 Phone: (888) 870-7888, or 802-479-4434 Fax: 479-4446	56 Howe Street Bld. A, Suite 200 Rutland, VT 05701-3449 Phone: (888) 370-4834, or 802-786-5867 Fax: (802) 786-5872	100 Mineral Street, Suite 307 Springfield, VT 05156-3168 Phone: (866) 404-8883, or 802-216-0500 Fax: (802) 885-8885

