



City of Barre Planning & Permitting Department  
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Phone: (802) 476-0245  
[www.barrecity.org](http://www.barrecity.org)

## Permit Application Check List

Please use this checklist for all applications: Zoning, Building, Flood Hazard and Development Review Board

In order for your application to be considered administratively complete, the following **MUST** be provided:

### **All Permit Applications must have:**

- A completed Cover sheet, with original signature by the applicant/property owner, or by the Agent for Owner, and accompanied by the Agent for Owner Form; (No fax, email or photocopy will be accepted.)
- An accurate description of the proposed use and/or development – include everything that is being considered;
- Applicable Zoning, Building, Flood Hazard or DRB applications pages completed and attached;
- Application fee, to be paid by check or cash (we do not accept cards at this time). Checks shall be made out to the “City of Barre” and must accompany application;
- \*A site plan of the subject property that is ACCURATE and to scale (1”=20’, etc.), containing the following:
  - Current measurements/dimensions of ALL existing and proposed structures;
  - Accurate location and dimensions of all walkways, sidewalks, driveways, etc. and any other significant features;
  - Any rights-of-way, their locations and dimensions;
  - All proposed changes with dimensions;
  - Street subject property is located on and any adjacent street;
  - Property line locations;
  - Existing and proposed setbacks to property lines (it is up to the property owner to know where their property lines are located);
  - Height of existing and proposed structures (ground to highest point of roof or peak);
  - Location and number of parking spaces for a commercial structure, a duplex or multi-family;
  - For interior building work, dimensions of rooms (label their use, i.e., bedroom, living room, etc.), doors, windows, etc. and measurements as they fall in the walls;

**\*What is a Site Plan? A site plan is a bird’s eye view of your property looking from above. It shows everything that is on your property as of RIGHT NOW. It shall include any driveways, walkways, fences, pools, spas, poles, and the footprint of all structures. It should also include any of the PROPOSED structures or improvements as listed above. This would include signs, signposts, etc. as well.**

**Why do we require a site plan? We need it to understand exactly what you wish to do so that we can determine your application will meet all of our design requirements and rules. It is very important for the process, and the Site Plan will become part of the official record file. It will aid in determining compliance with the permit when the Inspector comes and meets with you for a Certificate of Compliance.**

**This is check list for local permit(s) ONLY. Other permits may be NECESSARY. You may be required to obtain State of VT permits as well. If that is the case, you will need to provide copies of the State of VT permits to the City of Barre as well. For Building, Plumbing and Electrical Permits contact the Dept. of Fire Safety at 802-479-7561 or 800-640-2106. For all other permits (example: Wastewater, Act 250, etc.) contact Peter Kopso State of Vermont Permit Specialist at 802-505-5367 or [pete.kopsco@vermont.gov](mailto:pete.kopsco@vermont.gov)**

**Zoning Permits:**

- Completed Zoning application with Cover Sheet to include original signature of Applicant and Property Owner if different from applicant
- Fees

For Signs, include a drawing with dimensions, a site plan showing the location you wish to place the sign;

For conditional use determinations, please list any days and hours of operation and number of employees, additional traffic, and parking requirements;

If the project includes disturbing or bringing to the site 10 cubic yards of earth/stone or more, the location of that disturbance;

A coverage calculation of % of lot coverage showing the square-foot area of all existing and proposed structures, with a total percentage coverage calculation based on lot size.

**Building Applications:** *(Are required when there is construction, enlargement, alteration, relocation, demolition and Change of Use or Change of Occupancy of **ALL STRUCTURES** within the City of Barre. A Building Permit is **NOT** required when there is general maintenance and repair of structure, or the replacement of individual components, including but not limited to the replacement of roofs, doors and windows as long as the rough opening is not altered.)*

- Completed Building application with Cover Sheet to include original signature of Applicant and Property Owner if different from applicant (include site plan and details)
- Fees
- Building Permit Check List
- Plans and sketches
- Energy Efficiency Handbook and forms (If new construction or major renovation both residential & commercial projects. This is required by the State of Vermont and the applicant is responsible for filling out and sending in a copy to both the City and State of Vermont.)

**Flood Hazard Applications:** *(No development may be commenced in the Flood Hazard Area without a Flood Hazard Area Development permit issued by the Permit Administrator. **No permit for development shall be granted for an application within the flood hazard area until after either thirty (30) days have elapsed following the submittal to the VTANR Floodplain Manager, or the VTANR delivers comments on the application.**)*

- Completed Flood Hazard applications with Cover Sheet to include original signature of Applicant and Property Owner if different from applicant
  - Fees
  - Site sketch
  - List of materials to be used
  - \*\*Detailed cost estimate of project (this is a MUST)**
  - Photos of property
  - Flood Elevation Certificate (this is provided by the owner, not the City)
- (\*\*Detailed cost estimate must include, amount of each material, type of material and cost; example, 10 yards concrete @ \$3.50 per yard = \$35.00, 20' rebar @ \$.50 per foot = \$10.00, 8 hours of labor at \$25.00 per hour = \$200.00, etc.)

**DRB Applications:**

- Completed applicable forms with Cover Sheet to include original signature of Applicant and Property Owner if different from applicant
- Fees
- Photos
- Plans
- Drawings & Site sketch (After receiving DRB approval you will still need to apply for the appropriate Zoning Permit)

## **Appeal Rights**

**By signing the Cover Sheet required for the application, you understand that if the application is approved, you must post the orange notice on the property and allow the 15-day appeal period to elapse before work begins. You further understand that Vermont law allows up to 30 days to find this application complete before processing.**

**Any interested person may appeal a zoning or flood hazard permit decision made by the Zoning Administrator by filing a written Notice of Appeal (2 copies) with the Barre City Clerk within 15 days of the date of the Zoning Administrator's action or decision. The notice of appeal must be accompanied by a filing fee of \$185.00 and shall be heard by the DRB. The notice of appeal must also include:**

- 1) The name and address of the appellant (person filing the appeal);**
- 2) A copy of the Zoning Administrator's decision or description of the action (if appealing a zoning permit, also include a copy of the permit application);**
- 3) A brief description of the subject property;**
- 4) A reference to the section(s) of the Zoning ordinance that the appellant alleges the Zoning Administrator has not properly followed or applied; and**
- 5) A statement of the relief the appellant is requesting and why the appellant believes the requested relief to be appropriate under the circumstances.**

**You may appeal the DRB Decision by filing an appeal within thirty (30) days to the Environmental Division of the Vermont Superior Court following the date of decision rendered, notice of appeal shall be filed by certified mail with the appropriate fees to the Environmental Court, and a copy mailed to the Permit Administrator.**