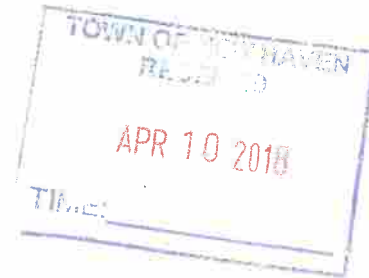


State of Vermont  
Division of Fire Safety  
56 Howe Street  
Building A, Suite 200  
Rutland, VT 05701  
firesafety.vermont.gov

[phone] 802-786-5867  
[fax] 802-786-5872  
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Department of Public Safety



March 20, 2018

Dear Town Clerk/Select Board:

Your Office is generally the first place your residents and business owners report to when proposing **new construction and/or renovations to existing buildings**. It is the Division of Fire Safety's responsibility to inspect all public buildings (20 V.S.A. § 2730) in your Town and bring them into compliance with the Vermont Fire & Building Safety Code, 2015 Edition. This process will be made easier if the local contractors and building owners are aware of their responsibilities regarding the contents of the Code during the planning stages of projects rather than after the projects are completed. This pre-approval process will make the entire project run smoother and address any questions that may arise concerning any Code issues. No one likes to be made aware of unexpected expenditures after a project's bottom line has been established.

With that said, we have included a Division of Fire Safety Poster that will help outline when State of Vermont construction permits are required. The Division of Fire Safety would appreciate the included poster be displayed in a prominent location that is accessible to the public in your office. Our intent is to ensure that everyone is properly advised of the permitting requirements. If additional copies would be helpful, please let us know and we would be happy to make more available as needed. We ask that you please include a line item on any of your local municipal permits that direct the applicant to contact our Division and review any requirements that are needed on a State level.

The Division of Fire Safety looks forward to working with you and assisting you in any way that we can. If you should have any questions, please don't hesitate to contact the Rutland Regional Office.

Sincerely,



L.D. Butch Sutherland  
Regional Manager

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Regional Assistant  
State of Vermont  
Division of Fire Safety  
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[firesafety.vermont.gov](http://firesafety.vermont.gov)

# 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.

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

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