



VERMONT DEPARTMENT OF PUBLIC SAFETY  
**DIVISION OF FIRE SAFETY**  
 Office of the State Fire Marshal, State Fire Academy and State Haz-Mat Team



**Construction Permit Application**  
 For New Construction, Change of Use and Building Rehabilitation

Return this completed form and payment to the appropriate Regional Office:

**Williston Regional Office**  
 372 Hurricane Lane, Suite 102,  
 Williston, VT 05495  
 Phone: 802-879-2300 Fax 879-2312

**Barre Regional Office**  
 1311 US Route 302, Suite 500,  
 Barre, VT 05641  
 Phone: 802-479-4434 Fax 479-4446

**Rutland Regional Office**  
 56 Howe Street Building A Suite 200,  
 Rutland, VT 05701  
 Phone: 802-786-5867 Fax 786-5872

**Springfield Regional Office**  
 100 Mineral Street, Suite 307,  
 Springfield, VT 05156  
 Phone: 802-885-8883 Fax 885-8885

PLEASE PRINT

Section A, Site Information: <i>Complete for all permits</i>	
Name of Building/Site:	
Former Building Name:	
Physical Location: (9-1-1 Address)	Number and Street name, City/Town, Zip code
Name of Lessee: (if business)	
Building Owner Name:	
Owner Mailing Address:	Zip Code:
Owner Phone Number:	( ) - E-mail:

Section B, Project Information: <i>Complete for all permits.</i> Indicate what the permit is being applied for below, check all that apply:	
<b>New Construction</b>	<b>Rehabilitation in an Existing Building</b> <i>See Special Definitions on page 4</i>
<input type="checkbox"/> New Building Construction <input type="checkbox"/> Place of Assembly Change of Ownership <input type="checkbox"/> New Equipment Installation <input type="checkbox"/> Special Process/Hazard Permit <input type="checkbox"/> Erection of Temporary Structure	<input type="checkbox"/> Addition to Existing Building <input type="checkbox"/> Renovation of an Existing Space <input type="checkbox"/> Modification of a Existing Space <input type="checkbox"/> Reconstruction of a Existing space <input type="checkbox"/> Change of Occupancy or Use
A separate application and permit is required for: a Fire Alarm System, a Fire Suppression System, a Tent over 1200 sq ft, a Kitchen Hood and Exhaust System and a Flammable or Combustible Liquid or Gas Storage Tank.	

**\* FOR OFFICE USE ONLY \***

Site #	Project #	Received Date:	Reviewer:
Check #	Amount:	Event #	Permit Issue Date:
Check From:			
Comments:			

**SECTION C, Describe scope of work and Current or Proposed Use**

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If you need additional space submit a separate sheet

Plans, Application and Fee must be submitted together, prior to the project being reviewed.

Construction may not start before the issuance of a Division of Fire Safety Construction Permit. Plans may require additional review and a new or amended permit if it is determined by the authority having jurisdiction that there is a satisfactory reason including changes in the project or if the start of the project is significantly delayed. This application does not eliminate the requirements for electrical and plumbing trades to file the appropriate work notices with this Department in accordance with the Vermont Electrical Safety Rules, the Vermont Plumbing Rules and the Vermont Elevator Safety Rules.

Applications are processed in the order that they are received. The Department will make every effort to review your plans and process your permit application expeditiously; however, there may be delays in processing if information is missing or during especially busy construction seasons so it is important to ensure your plans are correct and submitted early.

**Section D, Building Information: *Complete for all permits: new construction, renovation, alterations.***

**Indicate the Building Construction Type:**

**Type 1: Noncombustible**       **A**     **B**  
 **Type 2: Noncombustible**       **A**     **B**  
 **Type 3: Noncombustible/Combustible**     **A**     **B**  
 **Type 4: Combustible, Heavy Timber**  
 **Type 5: Combustible (Wood Frame)**  
           **A: Fire Resistive Const.**     **B: Non – Fire Resistive Const.**

Refer to the 2006 International Building Code for determining the construction type.

**Structural Loads**

**Roof Snow Loads** (Live Load)  
(Dead Load)

**Floor Loads**

**Wind Load**

Refer to the 2006 International Building Code Chapter 16 for determining loads

**Occupancy Classification:** \_\_\_\_\_ **Occupant Load:** \_\_\_\_\_ **Building Height:** \_\_\_\_\_

**Square Footage of Largest Story:** \_\_\_\_\_ **Square Footage of Addition:** \_\_\_\_\_ **Total Square Footage of Building:** \_\_\_\_\_

**Number of Floors:** \_\_\_\_\_ **Number of Units:** \_\_\_\_\_ **Type of Heating System(s):** \_\_\_\_\_

**Planned Fire Protection Systems**

**Fire Alarm:**     **Manual**     **Automatic Detection**     **Single Station Smoke Alarm**     **CO Alarm**

**Sprinkler System:**     **Complete**     **Limited Area**     **13 System**     **13R System**     **13D System**

**Standpipes:**     **Yes**     **No**    **Other:** \_\_\_\_\_

**Minimum Water Supplies for Fire Fighting:**     **Municipal-Type Water System**     **Rural Water Supply**

**If this building is historically significant, indicate below and provide complete documentation of historical listings:**

**Listed on the National Register of Historic Places.**       **Listed on the State Register of Historic Places.**

**Historically significant, as determined by the Vermont Advisory Council on Historic Preservation.**

Section E, Project Valuation and Permit Fee: *Complete for all permits. Make check payable to the Department of Public Safety and include it with this application.*

I, \_\_\_\_\_ Certify that the total valuation of the construction work is as follows:  
(Applicant's Name – Print or Type)

<p>The Permit Fee is based on the total valuation of rehabilitation work or new construction for which the permit is being obtained.</p> <p>Electrical, Plumbing or Elevator trades must file a work notices in addition to certifying the valuation of the work as part of the total project costs on this form.</p> <p>For projects involving volunteer labor and donated material, the valuation of construction work is based on the value of the volunteer labor as well as the donated materials when calculating the permit fee.</p>	a. Site work	\$
	b. Valuation of building construction	\$
	c. Fixed equipment, installed	\$
	d. Electrical	\$
	e. Plumbing	\$
	f. Elevator and Lift	\$
	g. Heating and Air Conditioning	\$
	h. Consulting services	\$
	i. Other:	\$
	j. Sprinkler System	<i>Separate permit</i>
	k. Other fire suppression systems	<i>Separate permit</i>
l. Fire alarm system	<i>Separate permit</i>	
<b>TOTAL PROJECT COST</b>		\$

Permit Fee Calculation

(PRIOR TO COMPLETION OF THIS PROJECT YOU WILL NEED TO SUBMIT THE FINAL CONSTRUCTION VALUATION FORM)

Calculate the Permit Fee By Multiplying Total Project Cost X .00550 --- **Minimum Fee is \$50.00** X 0.00550 = \$ \_\_\_\_\_

TOTAL PERMIT FEE

Fee for projects involving only a change of use or a place of assembly changing ownership: **\$125.00**

**Make check payable to the Department of Public Safety.**

Section F, Applicant, Project Contractor and Designer Information:  
*Complete for all permits.*

<b>General Contractor:</b>	_____	_____	_____
	<i>Name</i>	<i>Address</i>	<i>Phone</i>
<b>Architect or Other Designer:</b>	_____	_____	_____
	<i>Name</i>	<i>Address</i>	<i>Phone</i>
<b>Primary Engineer</b>	_____	_____	_____
	<i>Name</i>	<i>Address</i>	<i>Phone</i>

Anticipated start date of project: \_\_\_\_\_ Anticipated completion date of project: \_\_\_\_\_

<b>Applicant's Company Name:</b>		
<b>Applicant's Name:</b>	<b>Position:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State: Zip:</b>	<b>E-mail:</b>
<b>Phone Number:</b>	<b>Fax:</b>	

I hereby certify that I am the owner or a designated representative of the owner and that the information contained within this application is correct and accurate.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Construction Permit Application

### What is a public building?

All buildings except for owner-occupied single-family dwellings, registered home day cares, and working farms.

### When is a permit needed?

- ✓ For new construction; alterations; including renovations, modifications reconstruction; additions or demolition of public buildings.
- ✓ Whenever new equipment is installed in a building.
  - Example: installation of a new boiler.
  - Example: installation of new fire protection systems.
- ✓ Whenever a public building changes uses.
  - Example: a business office becomes a retail store.
  - Example: a single family, owner occupied dwelling becomes a rental unit.
- ✓ Whenever a place of assembly, which holds more than 50 people, changes ownership or increases the occupant load.
- ✓ For the erection of a temporary structure for public use such as a tent over 1200 square feet, grandstands, or bleachers.
- ✓ Conducting a hazardous process such as flammable liquid spraying, explosives storage and manufacturing, and flammable liquid storage.

You should contact the Division of Fire Safety with any questions about situations that may require a permit or you may visit our website at [www.vtfiresafety.org](http://www.vtfiresafety.org) A Division of Fire Safety permit is required even if you have received a local permit. (Except for locations with a municipal inspection agreements that include; Burlington, Bennington, Hartford, Montpelier.)

### How do I submit an application for a construction permit?

First you must develop a set of construction documents that adequately detail the scope of the work. A Vermont licensed design professional such as an architect or engineer normally develops these plans. You must complete the application for construction permit and submit the proper forms and the appropriate fee to the Regional Office where the project is located.

### What happens during a plan review?

Your plans are reviewed to verify compliance with the codes before the project starts to ensure public safety as well as avoiding costly construction mistakes. You will receive a plan review letter with comments regarding the review with your permit.

### Application Instructions (FILL OUT COMPLETELY)

Applications must be completed with all of the information that pertains to the scope of your project. Incomplete applications or those without proper fee will be returned. Simply complete the directions that pertain to the scope of your project as follows:

#### SECTION A, Site information

Complete for all permits. All information is required.

#### SECTION B, Project information

Check off all aspects of the project that describes the scope of the project being permitted.

### Special Definitions and Categories of Existing Building Rehabilitation Work

**Repair** = The patching, restoration, or painting of materials elements equipment or fixtures for the purpose of maintaining that item in a good condition

**Addition** = An increase in building area, aggregate floor area, height or number of stories of a structure.

**Renovation** = The replacement in kind or strengthening of load-bearing elements; or the refinishing, replacement, bracing, strengthening, upgrading of existing materials, elements, equipment or fixtures, without the reconfiguration of spaces.

**Modification** = The reconfiguration of any space; the addition relocation or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system, or the installation of any additional equipment.

**Reconstruction** = The reconfiguration of any space that affects an exit or a corridor shared by more than a single tenant; or reconfiguration of space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.

**Change of Occupancy / Use** = A change in the purpose or level of activity within a structure that involves a change in application of the requirements of the Code.

#### SECTION C, Project Summary

Describe the scope of work. A summary of the design used will facilitate the prompt review of the application and construction documents. A full code summary should be submitted for larger projects.

#### SECTION D, Building information

Complete this section for all projects. Refer to the Building Code for the proper classification of building construction type.

#### SECTION E, Project valuation and permit fee

Complete this section for all projects. Detail the project cost and calculate the permit fee based on that value. Make checks payable to Vermont Dept. of Public Safety. Send the completed application and project plans to the appropriate Regional Office.

#### SECTION F, Applicant, Contractor, Designer Info

**"FILL OUT ALL SECTIONS COMPLETELY"**

**Construction Documents (one set only), Application and Fee must be submitted together, prior to the project being reviewed.**

**Smoke Alarms, Fire Sprinklers and Carbon Monoxide Alarms Save Lives!**