

Permit No. _____



**PERMIT APPLICATION for BUILDING, CONSTRUCTION, USE or OTHER APPROVAL
under the CITY OF SAINT ALBANS LAND DEVELOPMENT REGULATIONS**

Applicant(s) _____ **Daytime Phone** _____

Landowner(s) _____ **Daytime Phone** _____

Mailing Address _____ **Parcel ID #** _____

Parcel Address _____ **Zoning District** _____

Proposed Activity (check all that apply)

<input type="checkbox"/>	New Use - \$20 / \$50 (If after the fact)	<input type="checkbox"/>	New Single Family Dwelling \$30 / \$90
<input type="checkbox"/>	Accessory Use - \$20 / \$50	<input type="checkbox"/>	Two-Family Dwelling \$30 / \$90
<input type="checkbox"/>	Temporary/Seasonal Use - \$20 / \$50	<input type="checkbox"/>	Multi-Family Dwelling \$30 / \$90
<input type="checkbox"/>	New Commercial Structure \$50 / \$300	<input type="checkbox"/>	Renovation/Addition to Residential Structure \$30 / \$90
<input type="checkbox"/>	Renovation/Addition to Comm. Structure \$50 / \$300	<input type="checkbox"/>	Pool (above ground or in-ground) \$20 / \$30
<input type="checkbox"/>	Accessory Structure - \$20 / \$50	<input type="checkbox"/>	Fence - \$20 / \$50 (waived if under 6 feet in height)
<input type="checkbox"/>	Boundary Line Adjustment - \$90 / \$140 (Unless already paid) ¹	<input type="checkbox"/>	Demolition - \$50 / \$100
<input type="checkbox"/>	Subdivision \$90 / \$140 per lot (Unless already paid)	<input type="checkbox"/>	Other - specify

Description of Proposed Activity (attach additional pages as needed)	Fees Continued:		
	Total of Fees from Above:		
	Residential Construction Fee - \$4.00 per \$1,000 in work cost estimate		
	Commercial Construction fee - \$5.00 per \$1,000 in work cost estimate		
	City Clerk Recording Fee (for each permit) \$10.00		
	Total Permitting and Recording fees:		
Cost of work:	Check # or cash		Amt Remitted:

I certify the submitted information to be true and accurate.

Signature of owner: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

APPEAL: You have the right to appeal this decision to the City of St. Albans Development Review Board (City of St. Albans Zoning Regulations Sect 905.1 A) within 15 days of the date of the decision.

An approved permit shall expire 3-12 months after the appeal period end date, unless commencement of the permitted activity is demonstrated. (City of St. Albans Zoning Regulations Sect 903 (A) (3)) **No construction is allowed during the appeal period.**

FOR COMPLETION BY ADMINISTRATIVE OFFICER

1) Approved: _____ Posted: _____ This approval shall not become effective until _____

2) Denied: _____

Date of Action

Administrative Officer

(PLEASE TURN OVER FOR ADDITIONAL INFORMATION)

¹ Payments for Boundary Line Adjustments and Subdivisions do not need to be paid as part of this application, if they have already been paid as part of DRB hearing fees.

Additional Submittal Requirements:

1. Submission of a Property Information Form is required, unless one has previously been submitted for this proposal, such as with an application for public hearing or design review. See the Planning & Permitting Administrator.
2. Please draw a sketch or site plan of the property in question. Please be sure to include the following:
 - a. Make drawing to scale as best you can;
 - b. Show any abutting streets;
 - c. Show north direction;
 - d. Show the property lines with dimensions noted;
 - e. Show all existing and proposed structures and driveways/parking, i.e. all porches, decks, garages, pools, etc., and their dimensions in feet and footprints in square feet.
 - f. Show all distances between the structures and the boundary lines.
3. When applicable, the applicant must present a State of Vermont Wastewater System and Potable Water Supply Permit or the demonstration of an exemption.

NOTICE

1. Before any construction is done to a building **other than an owner-occupied, single-family home**, you need to speak with the Fire Marshal, Charles Sargent at # 524-2132.
2. Contact the State Permit Specialist at (802) 885-8850 for all State permit requirements.
3. Plumbing/Heating @ firesafety.vermont.gov.
4. Address energy-efficiency opportunities as part of your project with FREE technical assistance from Efficiency Vermont. Call 888-921-5990 or www.encyvermont.com .