

Submittal Requirements: Please provide the following with each permit application.

1. Submission of the Property Information Form is required.
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 the property lines with dimensions noted;
 - c. **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.**
 - d. 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.

Additional Requirements:

1. Before any construction is done to any commercial, public or rental building, you will need to speak with the Deputy Fire Chief, Matt Mulheron at (802) 524-2132 and the VT State Division of Fire Safety at (802) 879-2300.
2. Before any construction is done to any structure, you will need to speak with Kristen Smith concerning Water / Waste Water allocations at (802) 524-1500 ext *253.
3. Contact the State Permit Specialist: Jeff McMahan at 802-477-2241 or jeff.mcmahan@vermont.gov for information on all State permit requirements.
 - a. If doing construction, a State Construction permit must be obtained before work starts.
 - b. If doing plumbing work in a public building, a state plumbing permit must be obtained and a state licensed plumber must do the work. Resource: Plumbing/Heating @ firesafety.vermont.gov.
 - c. If doing electrical work, a state electrical permit must be obtained and a state licensed master electrician must do the work.
4. Vermont Law now requires that all new construction and some renovations **MUST** meet Residential Building Energy Standards (RBES) or Commercial Building Energy Standards (CBES). For more information and to obtain the standards handbooks and guidelines visit:
 - a. Residential Building Energy Standards (RBES):
http://publicservice.vermont.gov/energy_efficiency/rbes
 - b. Commercial Building Energy Standards (CBES):
http://publicservice.vermont.gov/energy_efficiency/cbes
5. In addition, Efficiency Vermont provides information and technical support at no cost to builders, architects, engineers, and homeowners. Information is available toll-free through Efficiency Vermont's Energy Code Assistance Center at 855-887-0673, 888-921-5990 or www.encyvermont.com.
6. Building projects may require an Inspection from the City Assessors office. Upon completion of your project, Contact Dave Southwick at d.southwick@stalbandsvt.com or (802) 524-1500 ext. *262.