

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** _____

Email _____

Proposed Activity (check all that apply)

New Use - \$20 / \$50 ¹		New Single Family Dwelling \$30 / \$90 ¹	
Accessory Use - \$20 / \$50 ¹		Two-Family Dwelling \$30 / \$90 ¹	
Temporary/Seasonal Use - \$20 / \$50 ¹		Multi-Family Dwelling \$30 / \$90 ¹	
New Commercial Structure \$50 / \$300 ¹		Renovation/Addition to Resident. Structure \$30 / \$90 ¹	
Renovation/Addition to Comm. Structure \$50 / \$300 ¹		Pool - above ground \$20 / \$50 ¹ or in-ground \$30 / \$60 ¹	
Accessory Structure - \$20 / \$50 ¹		Fence - \$20 / \$50 ¹ (waived if under 6 feet in height)	
Boundary Line Adjustment ² - \$90 / \$140 ¹		Demolition - \$50 / \$100 ¹	
Subdivision ² \$90 / \$140 ¹		Other - specify	

¹ After the fact ² Exempt if paid as part of a DRB Hearing

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) \$15.00	
	Records Management Fee (for each permit) \$12.00	
Cost of work:	Total Permitting and Recording fees:	
Expected Completion Date:	Check # _____ or Cash _____	Amt Remitted: _____

I certify the submitted information to be true and accurate:

All fees are non-refundable, except the Construction Fee and Recording Fee for a DENIED application.

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 within 15 days of the date of the decision (St. Albans City Land Development Regulations Sec. 905). **No construction is allowed during the appeal period.** If you do not appeal, this decision shall become final.

EXPIRATION: An approved permit shall expire after a period of time determined by Section 903 of the City Land Development Regulations.

FOR COMPLETION BY ADMINISTRATIVE OFFICER

Water/Wastewater Allocation change needed: Y N **PW Initial for submitted application:** _____

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

2) **Denied:** _____

Date of Action

Administrative Officer

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 State/Local Requirements Possible:

1. Before any construction is done to any commercial, public or rental building, you will need to speak with 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 k.smith@stalbansvt.com or (802) 524-1500 ext. 253.
3. Contact the State Permit Specialist: Jeff McMahon at 802-477-2241 or jeff.mcmahon@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 Sara Bennett s.bennett@stalbansvt.com or (802) 524-1500 ext. 262.