Do You Need a State Permit?

The goal of the Permit Specialist is to take the mystery, anxiety, and frustration out of the permit process for businesses and the public. The Specialists give you advice about state permits required for your project and help you find the on-line resources and staff who can help you obtain your permit. To provide the best service, they are located in 5 regional offices. See the map.

A Specialist will prepare a Project Review Sheet (PRS) as a road map to other state permits you may need. Knowing all of the permits required before you begin your project can prevent costly delays, saving you time and money.

The PRS can be developed as a preliminary jurisdictional review for the client’s use only. Even though this information is not strictly confidential, we have rarely had an outside request for the information.

Annually the Specialists provide businesses and Vermonters with...

• Over 5,000 contacts providing permit information
• 2,500 project specific permit determinations

The Permit Assistance Program is part of the Environmental Assistance Office, a non-regulatory branch of the Vermont Department of Environmental Conservation. EAO also operates a Small Business Compliance Assistance Program that can help existing businesses evaluate their compliance with environmental regulations during a confidential site visit. This is important if you are selling, financing, or expanding your business. Please call (800) 974-9559.

Make your first call the right one, contact a Permit Specialist.

Regional Offices

DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC) DISTRICT ENVIRONMENTAL COMMISSIONS (ACT 250)

DISTRICTS 1, 2 & 9
400 Asa Bloomer State Office Bldg.
Magenta Row
Rutland, VT 05701-5903
DEC Permit Specialist ................................................................. 282-0068
DEC Water/Wastewater Program .............................................. 282-0060
Act 250 (Dist #1 & 8) ............................................................. 786-5920
Act 250 (Dist #9) .................................................................... 282-0068

DISTRICTS 2 & 3
100 Mineral St, Ste #303
Springfield, VT 01106
DEC Permit Specialist ................................................................. 729-7747
DEC Water/Wastewater Program .............................................. 289-0599
Act 250 (Dist #2 & 3) ............................................................. 289-0599

DISTRICTS 4 & 6
111 West Street
Essex Junction, VT 05452
DEC Permit Specialist ................................................................. 471-0201
DEC Water/Wastewater Program (Dist #4 & 6) ......................... 879-5614
Act 250 (Dist #4 & 6) ............................................................. 879-5614

DISTRICTS 3A & 5
1 National Life Drive, Davis 1
Montpelier, VT 05602
DEC Permit Specialist ................................................................. 505-5367
DEC Water/Wastewater Program .............................................. 505-5366
Act 250 (Dist #3 & 3A) ........................................................... 505-5366
Act 250 (Dist #4) .................................................................... 476-0185

DISTRICT 7
100 Mineral St, Ste #303
Springfield, VT 01106
DEC Permit Specialist ................................................................. 279-4747
DEC Water/Wastewater Program .............................................. 279-4759
Act 250 (Dist #6 & 7) ............................................................. 279-4747

3A* NOTE: For towns in District 3A, contact the Springfield Office for Act 250 Permits. For water/wastewater permits and Subdivision Approval, District 3A should contact the Montpelier Office.

9* NOTE: For towns in District 9, contact the Essex Junction Office for Act 250 Permits. For water/wastewater permits and Subdivision Approval, District 9 should contact the Rutland Office.

3A* NOTE: For towns in District 3A, contact the Springfield Office for Act 250 Permits. For water/wastewater permits and Subdivision Approval, District 3A should contact the Montpelier Office.

9* NOTE: For towns in District 9, contact the Essex Junction Office for Act 250 Permits. For water/wastewater permits and Subdivision Approval, District 9 should contact the Rutland Office.

For businesses. Please call (800) 974-9559.

if you are selling, financing, or expanding your business.
PERMIT SPECIALISTS are available in the Regional Offices to answer your questions about the permit process. The Permit Specialist will advise you about needed state permits and can prepare a Project Review Sheet (PRS).

The Project Review Sheet is a preliminary determination of not only environmental permits, but any state permits your project may need. It lists the agencies and departments and provides contact information.

To quickly locate the Permit Specialist serving your area, use the map on this brochure or the Permit Specialist locator at:
http://dec.vermont.gov/environmental-assistance/

Specialist locator at:

area, use the map on this brochure or the Permit to quickly locate the Permit Specialist serving your contact information.

lists the agencies and departments and provides but any state permits your project may need. it determination of not only environmental permits, the Project review Sheet is a preliminary

the permit process. the Permit Specialist will advise

the Department of Environmental conservation

in achieving compliance with environmental
cOSt, confidential, voluntary program that assists
compliance Assistance Program is a NO

OMPLiANcE ASSiStANcE is also available. to request

http://dec.vermont.gov/environmental-assistance/
permits/specialists

http://dec.vermont.gov/environmental-assistance/
permits/handbook

THE PERMIT HANDBOOK is a reference book that explains most of the state permit programs with summaries of permits, required fees, and contact persons within specific programs. The Permit Handbook is available at:

http://dec.vermont.gov/environmental-assistance/
permits/handbook

COMMPLiANCE ASSISTANCE is also available. The Compliance Assistance Program is a NO COST, confidential, voluntary program that assists Vermont’s small businesses and municipalities in achieving compliance with environmental regulations and promotes cooperation between the Department of Environmental Conservation (DEC) and the regulated community. To request assistance, call (800) 974-9559 or visit:

http://dec.vermont.gov/environmental-assistance/ compliance

Wastewater System & Potable Water Supply Permits
A Wastewater System and Potable Water Supply Permit may be required for:
- Subdivision of land
- Construction, modifications, or changes in use of buildings and structures such as:
  - residences
  - repair shops
  - churches, schools
  - stores, offices
  - food service
  - municipal buildings
  - mobile home parks
  - apartments

Contact the Regional Office Wastewater Program for more information (see map).

Other Department of Environmental Conservation Permitting Programs

Watershed Management; including Wetlands, Stormwater, River Management, Floodplain Management, Lake Encroachment, Shoreland Management
802-828-1535
http://dec.vermont.gov/watershed

Waste Management and Prevention; including underground & above ground storage tanks, solid waste & recycling, hazardous waste, salvage yards
802-828-1138
http://dec.vermont.gov/waste-management

Air Quality and Climate Division
802-828-1288
http://dec.vermont.gov/air-quality

Facility Engineering; including dam safety
802-828-1550
http://dec.vermont.gov/facilities-engineering

In addition to the DEC permits described to the left, an Act 250 permit may also be required for projects such as those listed below.

Act 250, Vermont’s development and control law, is administered by nine District Environmental Commissions, comprised of citizens appointed by the Governor, and supported by staff (District Coordinators) in five Regional Offices (see map).

http://www.nrb.state.vt.us/lup/

- Construction for commercial purposes depending upon the size of the tract of land and the town in which it is located.
- The construction of 10 or more housing units, including mobile-home parks, within 5 years.
- The subdivision of land into 10 or more lots of any size within 5 years.
- The subdivision of land into six or more lots, within 5 years, in a town which does not have both permanent zoning and subdivision regulations.
- Construction that would substantially change or expand a pre-1970 "grandfathered" development that would require a permit if built today.
- Construction for a governmental purpose which disturbs more than 10 acres, or is part of a larger project that will involve more than 10 acres of land.
- Construction of a support structure, 50 feet tall or higher, primarily for communication or broadcast purposes.
- Construction, including forestry or farming, above 2,500 feet in elevation.
- Contact Act 250 at Regional Offices (see map).

ADDITIONAL CONTACTS

DEPARTMENT OF PUBLIC SAFETY
Construction permit for public buildings - fire prevention, electrical wiring, plumbing, and ADA access. Operating permit for boilers and pressure vessels (i.e. LP gas storage).
Barre..........................................................479-4434
Williston ...................................................879-2300
Springfield .............................................885-8883
Rutland ....................................................786-5867

DEPARTMENT OF HEALTH
Restaurant, lodging, bakeries, children's camps, contact Public Health Sanitarian..........863-7221
Asbestos and lead control programs.................................................................................863-7220

AGENCY OF AGRICULTURE
Greenhouses, Golf Courses, Large Farms, Pesticides, Gas Pumps, Scales, Milk Processing, Poultry Processing, Slaughterhouses, Animal Shelters/Kennels, & Retail Sales of Milk, Meat, Poultry, & Pesticides ...............................828-2430

AGENCY OF TRANSPORTATION
Construction within a state highway right-of-way (i.e. driveways).................279-1152
Off premises................................................279-9599

AGENCY OF HUMAN SERVICES
Child care facilities.........................(800) 649-2642
Nursing & other care homes ...............241-0480

SECRETARY OF STATE
Business registration .........................828-2386
Professional regulation.........................(888) 287-5006

DEPARTMENT OF LABOR
VT Occupational Safety & Health (VOSHA) ..............................................(800) 287-2765
Project WorkSafe (safety consultation) ..................................................(888) 723-3937

This is not intended to be a complete listing of all state regulatory programs. Please contact the agencies listed for additional information on any project you pursue.