



State of Vermont
PERMIT AND LICENSE INFORMATION

**SMALL BUSINESS FACT SHEET
HOME BAKERY, FOOD PREP OR CATERING SERVICE**

If you are considering a business that involves baking, preparing food (such as sandwiches, condiments, etc) or catering meals from your home, you will need to obtain permits from the state and possibly from your municipality. The purpose of the permits and review is to protect the health, safety and welfare of the public as well as those people working at the site.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Many home businesses operated in a single family residence on its own lot qualify for an exemption from the Wastewater System and Potable Water Supply Rules if there is no increase in water usage or sewage disposal resulting from the business. Please contact a Regional Engineer or Permit Specialist at a Regional Office to determine if your business qualifies. If your business results in an increase in water usage or sewage disposal, a Wastewater System and Potable Water Supply Permit ([Sheet #1*](#)) may be required and you may have to hire services of a professional engineer or licensed designer ([Sheet #11](#)) to evaluate the existing water supply and septic systems

Permit Specialist Locator: <http://www.anr.state.vt.us/dec/ead/pa/index.htm>

Regional Engineer Locator: <http://wastewater.vt.gov/poregionaloffices.htm>

DEPARTMENT OF HEALTH

If you sell your baked goods, a Bakery License is probably required ([Sheet #52](#)). If you offer catering services, a Food Service Establishment License may be required ([Sheet #53](#)). If you are processing any foods such as pasta, salsa, confections, salad dressings, specialty products, etc, you may be required to obtain a Food Processing Establishment License ([Sheet #53.1](#)).

http://healthvermont.gov/enviro/food_lodge/index.aspx

DISTRICT ENVIRONMENTAL COMMISSION (ACT 250)

An Act 250 Permit may be required for the construction of improvements for commercial purposes including renovations. Contact the Act 250 Coordinator or Assistant Coordinator at the Regional Office for a jurisdictional ruling on your specific project. ([Sheet #47*](#))

<http://www.nrb.state.vt.us>

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety, Fire Safety Division has jurisdiction over buildings that the public may enter or where there are employees. This Department reviews projects with respect to issues of fire safety, building codes, accessibility, boiler inspections and electrical and plumbing installations. Please call a Department of Public Safety, Fire Safety Division district office to determine if your business requires a permit or approval. (Sheets #[49](#), [49.1](#), [50](#), [50.1](#), [50.2](#), [50.3*](#))

<http://www.vtfiresafety.org>

DISTRICT FIRE SAFETY DIVISION OFFICES

Barre 802-479-4434
Springfield 802-885-8883

Rutland 802-786-5867
Williston 802-879-2300

OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:

- Local municipal offices for zoning and building permits
- Vermont Department of Taxes (Sheet's #[91](#), [92](#) and [93](#))
- Secretary of State ([Sheet #90.1](#))

This is not an all-inclusive list, but identifies the permits and licenses that will most likely be required prior to operating a home bakery.

The Department of Environmental Conservation provides a unique service to anyone with questions about state permits. Permit Specialists are available to assist you in Springfield, Essex Junction, Rutland and Barre Regional Environmental Offices, as well as part time in St. Johnsbury, St. Albans, Bennington, Middlebury and Morrisville. Call them at the numbers listed below for assistance. They will guide you through the process by completing a Project Review Sheet that identifies state programs that may require a permit or license for your project. It could save you time, money and headaches.

Permit Specialist Locator: <http://www.anr.state.vt.us/dec/ead/pa/index.htm>

PERMIT SPECIALISTS

Rick Oberkirch	Rutland, Bennington, Middlebury	(802) 786-5907
John Miller	Barre, Morrisville	(802) 476-0195
	St. Johnsbury (Tuesdays)	(802) 751-0127
Jeff McMahon	Essex Junction, St. Albans	(802) 879-5676
Jackie Carr	Springfield	(802) 885-8850

*Sheet #'s refer to summary sheets in the Permit Handbook which offer a brief description of the permit program. The Handbook is available at most Town Offices and State Libraries, and on the Internet at:

http://www.anr.state.vt.us/dec/permit_hb/index.htm