



State of Vermont
PERMIT AND LICENSE INFORMATION

SMALL BUSINESS FACT SHEET FOR APARTMENTS AND RENTAL HOUSING

Accessory Dwelling Units, apartments or rental units may offer the advantage of providing housing for elderly parents or other family members who might otherwise not be able to live independently, or in the case of apartments and rental units, provide extra income to help meet family living expenses or mortgage payments. In addition to creating certain legal obligations for their owners, these units also must meet basic health and safety standards.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Wastewater System and Potable Water Supply Permit ([Sheet #1](#))* An apartment building is a public building. A Wastewater System and Potable Water Supply Permit will be needed under the following conditions:

- an apartment is added to an existing single-family residence
- renovation of an existing building increases the number of apartments or bedrooms
- a new building is constructed
- a building is modified in a way that increases design flow or water or wastewater system requirements
- a new potable water supply or wastewater system is constructed

Applications must be completed by a licensed designer or a professional engineer. A permit application fee chart is available on the wastewater regional office website.

DEPARTMENT OF PUBLIC SAFETY, Division of Fire Safety <http://firesafety.vermont.gov/>

This department has jurisdiction over any public building. All occupied structures are public buildings except: an owner-occupied single-family dwelling, a registered residential day care facility, working farm buildings or an owner-occupied single family residence with an accessory dwelling unit allowed under 24 VSA §4406(4)(D). The Department will review issues relating to fire safety, building codes, boiler inspections, electrical and plumbing installations, propane gas tank installation and accessibility. (Sheets #[49](#), [49.1](#), [50](#), [50.1](#), [50.2](#) and [50.3](#))*

See Department of Public Safety, Fire Safety Division construction, electrical, and plumbing requirements: <http://firesafety.vermont.gov/sites/firesafety/files/pdf/Code%20Info%20Sheets/2012%20permit%20requirements.pdf>

DISTRICT FIRE SAFETY DIVISION OFFICES

Barre 802-479-4434

Rutland 802-786-5867

Springfield 802-885-8883

Williston 802-879-2300

DEPARTMENT OF HEALTH

http://www.healthvermont.gov/sites/default/files/REG_Rental_Housing_Code.pdf

The Vermont Department of Health has adopted a Rental Housing Health Code to protect the health, safety and well-being of the occupants of rental housing. The Code applies to all rented dwellings, dwelling units, rooming houses, rooming units and mobile home lots used as a regular residence. This Code is enforced mainly through the local Board of Health or the Town Health Officer. You can find your town health officer here: <http://www.healthvermont.gov/environment/town-health-officer>

VERMONT DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Created within the Agency of Commerce and Community Development, the Department of Housing and Community Affairs has the responsibility to coordinate, consolidate and operate all housing programs within the State of Vermont. These programs include Vermont's Landlord-Tenant Law (including farm employee housing), Vermont's Mobile Home Park Law (and Rules), and the Condominium Ownership Act. <http://accd.vermont.gov/housing>

OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:

- Local municipal offices regarding zoning/building permits
- Local Board of Health or Town health Officer regarding Rental Housing Health Code
- Secretary of State ([Sheet #90.1](#))*
- Vermont Department of Taxes ([Sheet #91](#))*
- Vermont Agency of Transportation ([Sheet #66](#))*

This is not an all-inclusive list, but identifies the permits and licenses that will most likely be required for an apartment or rental house.

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 Montpelier Regional Environmental Offices, as well as part time in St. Johnsbury. 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://dec.vermont.gov/environmental-assistance/permits/specialists>

PERMIT SPECIALISTS

Rick Oberkirch	Rutland	802-282-6488	rick.oberkirch@vermont.gov
John Fay	Springfield	802-279-4747	john.fay@vermont.gov
Jeff McMahon	Essex Junction	802-477-2241	jeff.mcmahon@vermont.gov
Pete Kopsco	Montpelier & St. Johnsbury	802-505-5367	pete.kopsco@vermont.gov

*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://dec.vermont.gov/environmental-assistance/permits/handbook>