



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**SMALL BUSINESS FACT SHEET  
AUTO BODY SHOP OR AUTOMOTIVE REPAIR FACILITY**

Several state permits and licenses may be required to operate an auto repair garage or service station, whether it is in a new or existing building. Permits are also required if you operate the facility as a home occupation.

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

- A **Wastewater System & Potable Water Supply Permit** ([Sheet #1\\*](#)) may be required whether or not your garage has a water supply or septic system. If you operate your garage on the same property as your residence, it may qualify for an exemption as a home occupation provided you have no employees other than family members, and there is no general public access. If you have employees, sanitary facilities may have to be provided. In that case, you may have to hire a Vermont licensed designer ([Sheet #11\\*](#)) to design a water source and septic system or connection to municipal water and sewer. Please contact a Wastewater Management Division Regional Engineer to discuss your particular requirements.

<http://dec.vermont.gov/water/ww-systems - romap>

- **Floor Drains** are prohibited in vehicle service areas unless they are approved by the Wastewater Management Division and the municipality for connection to municipal sewer. ([Sheet #1.2](#)) Floor drains connected to leachfields or dry wells present a high level of risk of contamination of ground water from even a small spill of oil, gasoline or solvents.
- For more information or if you have questions concerning alternatives to floor drains, please contact a Wastewater Management Regional Engineer.
- **Management of Hazardous Wastes** such as used oil, burning of used oil, used antifreeze, waste solvents, waste paints, etc., are regulated by the DEC Waste Management Division. Anyone who generates hazardous waste must complete a Notification of Hazardous Waste Activity Form. No fee is required. Please call (802) 828-1138. Forms and Instructions can be found at:

<http://dec.vermont.gov/waste-management/hazardous>

- **Storage Tanks** for petroleum product and waste oil are required to be permitted. For more information call the Storage Tank program at: (802) 828-1138.

<http://dec.vermont.gov/waste-management/storage-tanks>

- **Air Pollution Control.** Auto body shop and vehicle repair operations are required to comply with air pollution regulations. ([Sheet 13\\*](#)) Please contact the Air Quality and Climate Division at (802) 828-1288 for further information.

<http://dec.vermont.gov/air-quality/permits>

- **Environmental Assistance Division** provides free, voluntary, confidential assistance concerning DEC regulations. Advice is also available about new technologies, recycling opportunities, and

methods to reduce the amount of wastes you produce. **Plain English guide books have been produced for both the Autobody and Vehicle Service sectors.** They are available on-line and in hard copy. For more information: **(800) 974-9559**

### **DISTRICT ENVIRONMENTAL COMMISSION (ACT 250)**

Construction of improvements for commercial purposes may require an Act 250 permit. Contact the Act 250 District Coordinator at the Regional Environmental Office for a jurisdictional ruling on your specific project. ([Sheet #47\\*](#))

<http://nrb.vermont.gov/>

### **DEPARTMENT OF PUBLIC SAFETY, FIRE SAFETY DIVISION:**

The Fire Safety Division has jurisdiction over any public building. This department reviews projects with respect to issues of fire safety, building codes, accessibility, boiler inspections and electrical and plumbing installations.

(Sheets [#49](#), [49.1](#), [50](#), [50.1](#), [50.2](#), [50.3\\*](#))

<http://firesafety.vermont.gov/>

#### **DISTRICT FIRE SAFETY DIVISION OFFICES**

Barre (802) 479-4434

Rutland (802) 786-5867

Springfield (802) 885-8883

Williston (802) 879-2300

### **DEPARTMENT OF PUBLIC SAFETY, EMERGENCY MANAGEMENT DIVISION:**

The Division of Emergency Management & Homeland Security has reporting requirements for hazardous materials and pesticides, under Vermont's Community Right-To-Know Act, also known as Tier II.

(Contact: Todd Cosgrove: 802-479-7586, [todd.cosgrove@vermont.gov](mailto:todd.cosgrove@vermont.gov)).

<http://demhs.vermont.gov/programs/epcra>

### **OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:**

- Local municipal offices regarding zoning permits and sewer use ordinance
- Vermont Department of Taxes (Sheet's [#91](#) and [92](#) \*)
- Secretary of State ([Sheet #90.1\\*](#))
- Department of Agriculture (gas pumps) ([Sheet #88\\*](#)).

**This is not an all-inclusive list, but identifies the permits and licenses that are most likely required prior to operating an auto body shop or vehicle service facility.**

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 permits or licenses for your project. It could save you time, money and headaches.

### **PERMIT SPECIALISTS**

Rick Oberkirch	Rutland	802-282-6488	<a href="mailto:rick.oberkirch@vermont.gov">rick.oberkirch@vermont.gov</a>
John Fay	Springfield	802-279-4747	<a href="mailto:john.fay@vermont.gov">john.fay@vermont.gov</a>
Jeff McMahan	Essex Junction	802-477-2241	<a href="mailto:jeff.mcmahan@vermont.gov">jeff.mcmahan@vermont.gov</a>
Pete Kopsco	Montpelier & St. Johnsbury	802-505-5367	<a href="mailto:pete.kopsco@vermont.gov">pete.kopsco@vermont.gov</a>

\*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>

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