



State of Vermont
PERMIT AND LICENSE INFORMATION

**SMALL BUSINESS FACT SHEET
BED & BREAKFAST**

Bed and breakfast establishments are generally situated in private homes that take overnight guests in spare bedrooms and serve breakfast to the guests only. A bed and breakfast is a public building, not a single family dwelling, because the public is served in it. The purpose of the permits and review is to protect the health, safety and welfare of the public through adherence to adopted regulations.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Converting the use of a single-family residence to a bed and breakfast operation may be exempt from the requirements for a Wastewater System and Potable Water Supply Permit. ([Sheet #1*](#)) To be exempt, there should be no increase in water or sewage design flows, no new construction, such as additional bathrooms, and the results of chemical and bacteriological testing of the water supply must be submitted to the Regional Environmental Office unless you are served by municipal water. Contact the Permit Specialist or Wastewater Management Program Regional Engineer at a Regional Environmental Office for additional information.

Permit Specialist Locator: <http://dec.vermont.gov/environmental-assistance/permits/specialists>

Regional Engineer Locator: <http://dec.vermont.gov/water/ww-systems#romap>

DEPARTMENT OF HEALTH

The Department will require that you obtain a Lodging Establishment License ([Sheet #51](#)). This license must be obtained before a person is allowed to operate an establishment that provides lodging to the public, regardless of the number of bedrooms offered for lease. If you are renovating, an asbestos survey may also be required. ([Sheet #54](#))

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

DISTRICT ENVIRONMENTAL COMMISSION (ACT 250)

Construction of improvements for commercial purposes may require an Act 250 permit. Contact the Act 250 Coordinator at the Environmental Regional 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
Springfield (802) 885-8883

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

OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:

- Local municipal offices regarding zoning permits
- Vermont Department of Taxes ([Sheet #93*](#))
- Secretary of State ([Sheet #90.1](#))

This is not an all-inclusive list, but identifies the permits and licenses which are most likely required prior to operating a Bed and Breakfast.

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 Specialist Locator: <http://dec.vermont.gov/environmental-assistance/permits/specialists>

PERMIT SPECIALISTS

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|----------------|----------------------------|--------------|--|
| Rick Oberkirch | Rutland | 802-282-6488 | rick.oberkirch@vermont.gov |
| John Fay | Springfield | 802-279-4747 | john.fay@vermont.gov |
| Jeff McMahan | Essex Junction | 802-477-2241 | jeff.mcmahan@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:

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