



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**SMALL BUSINESS FACT SHEET  
BEAUTY OR HAIR SALON**

Hair styling, beauty shops, barbershops, and salons can be categorized together for the purposes of these informational guidelines.

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

A hair salon is a public building since the public is served in it, and uses the building's water supply and wastewater disposal systems. A Wastewater System & Potable Water Supply Permit ([Sheet #1](#))\* will be needed under the following conditions:

- Construction of a new building or renovation of existing space
- Changes in the water supply and wastewater disposal systems
- Increases in the number of chairs, or haircutting stations or an increase in employees
- Changing the use of an existing building to a hair salon

The extent of engineering analysis and review for the proposed and/or existing water supply and wastewater disposal systems (if not municipal) will depend upon the existing uses and the proposed changes. As part of the permit review, you may have to hire a professional engineer or licensed designer ([Sheet #11](#)) to evaluate your existing systems and recommend whether improvements are required. Please contact the Permit Specialist or Regional Engineer in your Regional Office to further discuss your project.

[http://dec.vermont.gov/sites/dec/files/ead/documents/Ask\\_A-PS\\_2017.pdf](http://dec.vermont.gov/sites/dec/files/ead/documents/Ask_A-PS_2017.pdf)

**DISTRICT ENVIRONMENTAL COMMISSION (ACT 250)**

Construction of improvements for commercial purposes may require that you obtain an Act 250 permit ([Sheet #47](#)). If there is already an Act 250 permit on an existing commercial building, any changes may require an amendment. Contact the Act 250 Coordinator or Assistant Coordinator at the Regional Office for a jurisdictional ruling on your specific project.

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

**DEPARTMENT OF PUBLIC SAFETY, Division of Fire Safety**

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

**OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:**

- Vermont Department of Health ([Sheet #54\\*](#), [#55](#) and [#55.1](#)).for renovations involving lead or asbestos containment or removal
- Local municipal offices for zoning and building permits
- Vermont Department of Taxes ([Sheets #91](#) and [92](#))
- Secretary of State ([Sheet #90.1](#)) and Office of Professional Regulation, Board of Cosmetology ([Sheet #90.2](#))

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

**PERMIT SPECIALISTS**

The Department of Environmental Conservation provides a unique service to anyone with questions about state permits. Permit Specialists are available to assist you in the Springfield, Essex Junction, Rutland and Montpelier Regional Environmental Offices, as well as part time in St. Johnsbury. Contact them at the numbers or email addresses listed below for assistance. They will guide you through the process by helping identify 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>

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 McMahon	Essex Junction	802-477-2241	<a href="mailto:jeff.mcmahon@vermont.gov">jeff.mcmahon@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>