



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**SMALL BUSINESS FACT SHEET FOR HOME OCCUPATIONS**

A home occupation or business may require state and local permits. Home occupations may include: home crafts; consulting work; computer/word processing services; upholsterers; furniture refinishing; and various other unique businesses. Some bed and breakfasts may also qualify as home occupations (see separate Bed & Breakfast fact sheet). To avoid possible delays and headaches, contact the Permit Specialist at the Regional Office to have the potential state permits identified in the planning stages of your projects.

**VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

**Wastewater System and Potable Water Supply Permit**

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 not, a **Wastewater System and Potable Water Supply Permit** may be required. ([Sheet #1\\*](#))

[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)

A **Hazardous Waste Notification** number may be required from the Waste Management Division if you plan to own or operate a business where hazardous waste is generated, stored, used or disposed of. Examples of hazardous wastes could be photographic chemicals, cleaning solvents, petroleum products, herbicides, paints, varnishes, and others similar wastes. ([Sheet #36\\*](#))

**Forms and Instructions:** <http://dec.vermont.gov/waste-management/hazardous/administrative/epa-site-identification-numbers>

A **Construction Stormwater General Permit** may be required if new construction will disturb more than one acre (such as for a parking lot or building) ([Sheet #6.1](#))

<http://dec.vermont.gov/watershed/stormwater>

**VERMONT 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://firesafety.vermont.gov/>

**DISTRICT FIRE SAFETY DIVISION OFFICES**

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

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

### **VERMONT DEPARTMENT OF HEALTH**

The Department of Health licenses any food and lodging establishment, and home bakers and caterers. Please call 800 439-8550 (in VT) to locate the Sanitarian who will inspect your premises for sanitation.

<http://www.healthvermont.gov/environment/food-lodging>

### **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>

### **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.*

### **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>