



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**SMALL BUSINESS FACT SHEET FOR CONVENIENCE STORES  
(GENERAL STORE, MINI-MART, ETC)**

Whether you are renovating or improving an existing convenience store, constructing a new building, converting an existing building, or taking over an existing mini-mart or general store, there may be jurisdiction over the operation of your store under certain permit/license programs. Prior to acquiring an existing mini-mart or property, it's a good idea to read through existing permits. If copies of these are not available from the owner or the Town Office, contact the Regional Environmental Office for assistance.

[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)

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

A Wastewater System and Potable Water Supply Permit ([Sheet #1\\*](#)) is required by the Wastewater Management Division for new and renovated convenience stores and for existing pre-1970 operations which add facilities such as delis, food service, or gas pumps. A permit is generally required for an increase in the potable water supply or wastewater design flow. 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.

If your store has gasoline pumps, an Underground Storage Tank (UST) Permit ([Sheet #33\\*](#)) is required from the DEC. Tank permits are issued for a five-year term and have an annual permit fee. Separate rules apply to aboveground fuel storage tanks

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

**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 convenience store, any changes may require an amendment. Contact the Act 250 Coordinator at the Regional Office for a jurisdictional ruling on your specific project.

<http://nrb.vermont.gov>

**DEPARTMENT OF HEALTH**

Requires that you obtain a Food Service Establishment License for operation of a deli, bakery, or fish market. If you provide any seating (interior or exterior), you may be considered a restaurant and must also provide public restrooms ([Sheet #53](#)). Any renovations may require a lead or asbestos assessment ([Sheet #54](#), [#55](#) and [55.1\\*](#)).

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

**AGENCY OF AGRICULTURE, FOOD & MARKETS**

Requires a license for any weighing and measuring device used for determining price to be paid for a product such as gas pumps and meat scales ([Sheet #88\\*](#)). Other licenses may be required to sell dairy, meat and poultry products or to prepare “creemees” (Sheet #'s [80](#), [82](#), [84](#), and [87\\*](#)).

<http://agriculture.vermont.gov/licensing-registration>

**DEPARTMENT OF PUBLIC SAFETY, Division of Fire 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

Rutland (802) 786-5867

Springfield (802) 885-8883

Williston (802) 879-2300

**OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:**

- Local municipal offices regarding zoning/building permits
- Vermont Department of Taxes (Sheet's [#91](#), [92](#), [94](#) and [95](#))
- Secretary of State ([Sheet #90.1](#))
- Vermont Department of Liquor Control ([Sheet #90](#))

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

**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 that 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>