Make your first call the right one, contact a

Permit Specialist

The goal of the Permit Specialist is to take the mystery, anxiety, and frustration out of the permit process for businesses and the public. The Specialists give you advice about state permits required for your project and help you find the on-line resources and staff who can help you obtain your permit. To provide the best service, they are located in 5 regional offices. See the map.

A Specialist will prepare a Project Review Sheet (PRS) as a road map to other state permits you may need. Knowing all of the permits required before you begin your project can prevent costly delays, saving you time and money.

The PRS can be developed as a preliminary jurisdictional review for the client's use only. Even though this information is not strictly confidential, we have rarely had an outside request for the information.

Annually the Specialists provide businesses and Vermonters with…

- Over 5,000 contacts providing permit information
- 2,500 project specific permit determinations

The Permit Assistance Program is part of the Environmental Assistance Office, a non-regulatory branch of the Vermont Department of Environmental Conservation. EAO also operates a Small Business Compliance Assistance Program that can help existing businesses evaluate their compliance with environmental regulations during a confidential site visit. This is important if you are selling, financing, or expanding your business. Please call (800) 974-9559.

VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
Environmental Assistance Office

Agency of Natural Resources

Do You Need A State Permit?

Ask A Permit Specialist

rev. 5/15

PERMIT ASSISTANCE

PERMIT SPECIALISTS are available in the Regional Offices to answer your questions about the permit process. The Permit Specialist will advise you about needed state permits and will prepare a Project Review Sheet (PRS).

The Project Review Sheet is a preliminary determination of not only environmental permits, but any state permits your project may need. It lists the permitting agencies and departments and provides contact information.

To quickly locate the Permit Specialist serving your area, use the map on this brochure or the Permit Specialist locator at:

www.anr.state.vt.us/dec/ead/pa/index.htm

THE PERMIT HANDBOOK is a reference book that explains most of the state permit programs with summaries of permits, required fees, and contact persons within specific programs. The Permit Handbook is available on the Internet at:
www.anr.state.vt.us/dec/permit_hb/index.htm

THE PERMIT INFORMATION SUMMARY PAGE contains a listing of all Department of Environmental Conservation (DEC) permit programs with links to application forms, instructions and other permitting information. The Permit Information Summary Page is available on the Internet at:

www.anr.state.vt.us/dec/permits.htm

COMPLIANCE ASSISTANCE is also available to Vermont small businesses and municipalities. To request assistance call:

(800) 974-9559

DEC PERMITS

Wastewater System & Potable Water Supply Permits

A Wastewater System and Potable Water Supply Permit may be required for:

- Subdivision of land
- Construction, modifications, or changes in use of buildings and structures such as:

- apartments
- second dwelling on a lot
- churches, schools
- stores, offices
- food service
- municipal buildings
- mobile home parks
- residences
- duplexes
- repair shops
- day cares
- lodging
- beauty parlors
- health care
- campgrounds

Contact the Regional Office Wastewater Program for more information (see map).

Other Department of Environmental Conservation Permitting Programs

- Public water systems
  (802) 828-1535
- Indirect discharges and underground injection control
  (802) 828-1535
- Industrial process air emissions, open burning
  (802) 828-1288
- Industrial wastewater
  (802) 828-1535
- Wetlands
  (802) 828-1535
- Stormwater Management
  (802) 828-1535
- River Management, Flood Plains, River Corridors
  (802) 828-1535
- Waste transfer stations, recycling, composting
  (802) 828-1138
- Hazardous waste, underground and aboveground storage tanks
  (802) 828-1138

ACT 250

In addition to the DEC permits described to the left, an Act 250 permit may also be required for projects such as those listed below.

Act 250, Vermont's development and control law, is administered by nine District Environmental Commissions, comprised of citizens appointed by the Governor, and supported by staff (District Coordinators) in five Regional Offices (see map).

- Construction for commercial purposes depending upon the size of the tract of land and the town in which it is located.
- The construction of 10 or more housing units, including mobile-home parks, within 5 years.
- The subdivision of land into 10 or more lots of any size within 5 years.
- The subdivision of land into six or more lots, within 5 years, in a town which does not have both permanent zoning and subdivision regulations.
- Construction that would substantially change or expand a pre-1970 "grandfathered" development that would require a permit if built today.
- Construction for a governmental purpose which disturbs more than 10 acres, or is part of a larger project that will involve more than 10 acres of land.
- Construction of a support structure, 50 feet tall or higher, primarily for communication or broadcast purposes.
- Construction, including forestry or farming, above 2,500 feet in elevation.
- Contact Act 250 at Regional Offices (see map).

ADDITIONAL CONTACTS

DEPARTMENT OF PUBLIC SAFETY
Construction permit for fire prevention, electrical wiring, plumbing, and ADA access for public buildings. Operating permit for boilers and pressure vessels (i.e. LP gas storage).

Barre.....479-4434
Williston.....879-2300
Springfield.....885-8883
Rutland.....786-5867

DEPARTMENT OF HEALTH
Restaurant, lodging, bakeries, childrens' camps, contact Public Health Sanitarian.....863-7221
Asbestos and lead control programs.....863-7220

AGENCY OF AGRICULTURE
Greenhouses, Golf Courses, Large Farms, Pesticides, Gas Pumps, Scales, Milk Processing, Poultry Processing, Slaughterhouses, Animal Shelters/Kennels, & Retail Sales of Milk, Meat, Poultry, & Pesticides.....828-2430

AGENCY OF TRANSPORTATION
Construction within a state highway right-of-way (i.e. driveways).....828-2653
Off premise signs.....828-2651

AGENCY OF HUMAN SERVICES
Child care facilities.....(800) 649-2642
Nursing & other care homes.....871-3317

SECRETARY OF STATE
Business registration.....828-2386
Professional regulation.....(888) 287-5006

DEPARTMENT OF LABOR
VT Occupational Safety & Health (VOSHA).....(800) 287-2765
Project WorkSafe (safety consultation).....(888) 723-3937

This is not intended to be a complete listing of all state regulatory programs. Please contact the agencies listed for additional information on any project you pursue.

REGIONAL OFFICES

DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)
DISTRICT ENVIRONMENTAL COMMISSIONS (ACT 250)

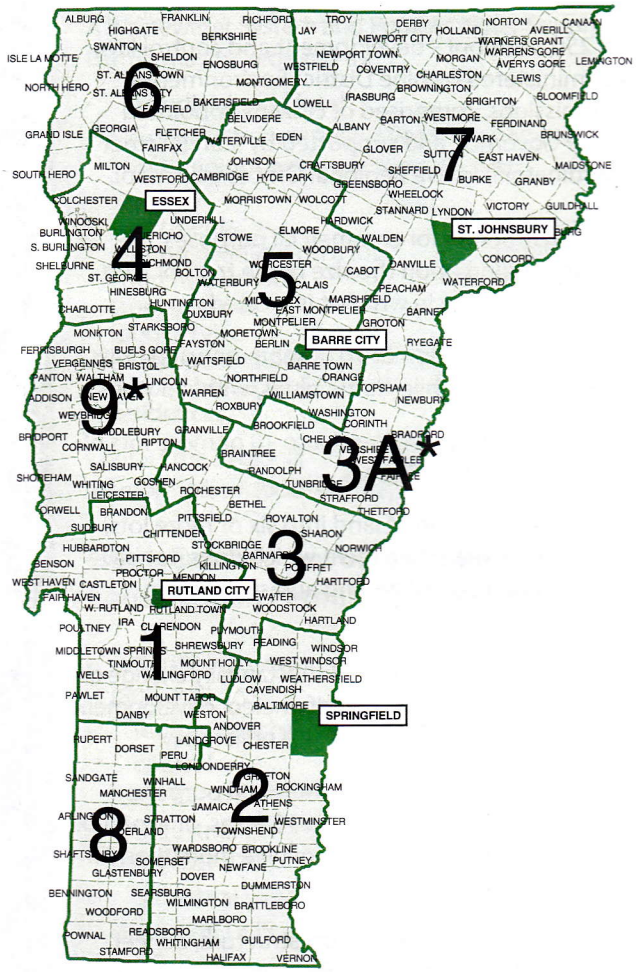
DISTRICTS 1, 8, & 9
450 Asa Bloomer State Office Bldg.
Merchants Row,
Rutland, VT 05701-5903
- DEC Permit Specialist 282-6488
- DEC Water/Wastewater Program 786-5900
- Act 250 (Dist #1 & 8) 786-5920
- Act 250 (Dist #9) 879-5614

DISTRICTS 2 & 3
100 Mineral St, Ste #303
Springfield, VT 05156
- DEC Permit Specialist 279-4747
- DEC Water/Wastewater Program 885-8956
- Act 250 (Dist #2 & #3) ..... 885-8846 or 885-8840

DISTRICTS 4 & 6
111 West Street
Essex Junction, VT 05452
- DEC Permit Specialist 477-2241
- DEC Water/Wastewater Program (Dist #4 & 6) 879-5656
- Act 250 (Dist #4 & 6) 879-5614

DISTRICTS 3A & 5
5 Perry Street, Suite 80
Barre, VT 05641-4282
- DEC Permit Specialist 505-5367
- DEC Water/Wastewater Program 476-0189
- Act 250 (Dist # 3 & 3A) 885-8843
- Act 250 (Dist # 5) 476-0185

DISTRICT 7
1229 Portland St-Ste 201
St. Johnsbury, VT 05819
- DEC Permit Specialist (Tuesday) 505-5367
- DEC Water/Wastewater Program 751-0130
- Act 250 751-0120



3A* NOTE:
For towns in District 3A, contact the Springfield Office for Act 250 Permits. For water/wastewater permits and Subdivision Approval, District 3A should contact the Barre Office.

9* NOTE:
For towns in District 9, contact the Essex Junction Office for Act 250 Permits. For water/wastewater permits and Subdivision Approval, District 9 should contact the Rutland Office.

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