

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 agencies and departments and provides contact information. An electronic version of the *PRS* has clickable links to additional information in the on-line *Vermont Permit Handbook*.

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

☞ At DEC regional offices and most municipal offices.

☞ or obtain a copy by contacting the Environmental Assistance Office at 241-4228.

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



Make your first call the right one, contact a Permit Specialist

The goal of the Permit Assistance 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 and 5 satellite offices. See the map.

A Specialist can 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 Judy Mirro at (800) 974-9559.



VERMONT

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Environmental Assistance Office
103 South Main Street, Waterbury, VT 05671-4911
tele: 802-241-3589 fax: 802-241-3273

Agency of
Natural
Resources

Do You Need A State Permit?



Ask A Permit Specialist

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DEC PERMITS

The following is a partial listing of projects which may require permits from the Department of Environmental Conservation (DEC). Contact your Regional Office for more information (*see map*).

- Subdivision of land.
- Buildings and structures other than one single family residence on its own lot may require Wastewater System and Potable Water Supply permits for uses such as:
 - apartments (1 or more)
 - second dwelling on a lot
 - churches, schools
 - stores, offices
 - food service
 - municipal buildings
 - mobile home parks
 - duplexes
 - repair shops
 - day cares
 - lodging
 - beauty parlors
 - health care
 - campgrounds

and construction of, modification to, or changes in use which affect the water or sewer systems.

- Small Business & Municipal Compliance Assistance. (800) 974-9559 or (802) 241-3589
- Public water systems, bottled water. (800) 823-6500 or (802) 241-3400
- Industrial process air emissions, open burning. (888) 520-4879 or (802) 241-3840
- Wastewater discharge permits, floor drains. (802) 241-3822
- Wetlands. (802) 241-3777 [Waterbury]
(For regional office numbers see map on other side)
- Stormwater disposal. (802) 241-4320
- Stream alterations, shoreland construction. (802) 241-3777 (or see River Mgmt on map, over)
- Waste transfer stations, recycling, composting. (802) 241-3444
- Hazardous waste handling, storage, burning waste oil. (802) 241-3888
- Mercury-containing product disposal. (800) 974-9559 or (802) 241-3589

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 six or more lots, within 5 years, in a town which does not have both permanent zoning and subdivision regulations.
- The subdivision of land into 10 or more lots of any size within 5 years.
- 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, 20 feet tall or higher, primarily for communication or broadcast purposes.
- Construction, including forestry or farming, above 2,500 feet in elevation.
- The sale, by public auction, of any interest in a tract (or tracts) of land, which has been partitioned or divided for the purpose of resale into five or more lots within a radius of five miles and within any period of ten years.

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

Food, lodging, bakeries, childrens' camps, asbestos and lead control programs.

(800) 439-8550 or (802) 863-7220

DEPARTMENT OF AGRICULTURE

Greenhouses, Golf Courses, Large Farms, Pesticides.....828-2431

Gas Pumps, Scales, Milk Processing, Poultry Processing, Slaughterhouses, Animal Shelters/Kennels, & Retail Sales of Milk, Meat, Poultry, & Pesticides...828-2426

AGENCY OF TRANSPORTATION

Construction within a state highway right-of-way (i.e. driveways) 828-2653
Off premise signs 828-2651
Junkyards..... 828-2053

AGENCY OF HUMAN SERVICES

Child care facilities (800) 649-2642
Nursing & other care homes 241-2345

SECRETARY OF STATE

Business registration..... 828-2386
Professional regulation.....(800) 439-8683

DEPARTMENT OF TAXES

Telephone: 828-2551 Fax: 828-5787

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.

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.....	786-5907
DEC Regional Engineer.....	786-5900
Act 250 (Dist #1 & 8).....	786-5920
Act 250 (Dist #9).....	879-5614
DEC River Management.....	786-5906
DEC Wetlands.....	786-5921

DISTRICTS 2 & 3

100 Mineral St, Ste #303
Springfield, VT 05156

DEC Permit Specialist.....	885-8850
DEC Regional Engineer.....	885-8855
Act 250 (Dist #2, 3, & 3A).....	885-8855
DEC River Management.....	786-5906
DEC Wetlands.....	476-2678

DISTRICTS 4 & 6

111 West Street
Essex Junction, VT 05452

DEC Permit Specialist.....	879-5676
DEC Reg. Engineer (Dist #4 & 6).....	879-5656
DEC Reg. Engineer (Dist #9).....	786-5900
Act 250 (Dist #4, 6, & 9).....	879-5614
DEC River Management.....	879-5631
DEC Wetlands (Dist #6).....	879-2396
DEC Wetlands (Dist #4 & 9).....	879-5650

DISTRICTS 3A & 5

5 Perry Street, Suite 80
Barre, VT 05641-4282

DEC Permit Specialist.....	476-0195
DEC Regional Engineer.....	476-0190
Act 250 (Dist #3A).....	885-8855
Act 250 (Dist #5).....	476-0185
DEC River Management.....	476-2679
DEC Wetlands (Dist #3A).....	476-2678
DEC Wetlands (Dist #5).....	241-3762

DISTRICT 7

1229 Portland St-Ste 201
St. Johnsbury, VT 05819

DEC Permit Specialist (Tues).....	751-0127
DEC Regional Engineer.....	751-0130
Act 250.....	751-0120
DEC River Management.....	476-2679
DEC Wetlands.....	241-3762



3A* NOTE:

For towns in District 3A, contact the Springfield Office for Act 250 Permits. For Water Supply, Wastewater Disposal and Subdivision Permits, District 3A must contact the Barre Office.

9* NOTE:

For towns in District 9, contact the Essex Junction Office for Act 250 Permits. For Water Supply, Wastewater Disposal and Subdivision Permits, District 9 must contact the Rutland Office.