



# City Of Montpelier Vermont BUILDING INSPECTOR

Planning and Development Department

39 Main Street

Montpelier, VT 05602

(802)223-9506

[www.montpelier-vt.org](http://www.montpelier-vt.org)

## Building Permit Information

### What permit do I need before applying for a Building Permit?

- ✓ You should call the City of Montpelier Planning and Zoning office at (802) 223-9506
- ✓ You should also call the City of Montpelier Public Works Department at (802) 223-9508

### When is a permit needed?

- ✓ For new construction, alterations, renovations, additions, or demolition of buildings.
- ✓ Fit up for a New Tenant.
- ✓ Whenever new equipment is installed in a building.
  - Example: installation of a new boiler.
  - Example: installation of new fire protection systems.
- ✓ Whenever a building changes uses.
  - Example: a business office becomes a mercantile.
  - Example: a single family, owner occupied home becomes a rental.
- ✓ Whenever a place of assembly, which holds more than 50 people, changes ownership or increases the occupant load.
- ✓ For the erection of a temporary structure for public use such as a tent over 1200 square feet, grandstands, or bleachers.
- ✓ Conducting a hazardous process such as flammable liquid spraying, explosives storage and manufacturing, and flammable liquid storage.
- ✓ Single Family **owner occupied** homes do not need a Building Permit for reroofing or new siding. You need to check with Zoning since you may need a Zoning Permit. Any replacement of sheathing, wall or roof, requires a permit.

You should contact the Montpelier Building Inspector for a determination if you require a permit or you may visit our website at [www.montpelier-vt.org](http://www.montpelier-vt.org).

### Which Form do I use?

**“Basic Renovations” permit application.** This permit application is for projects of a simple or minor nature, such as a new heating system, electrical work, a replacement roof, a deck or garage for single family home. The Building Inspector may require using the “long form” Building Permit application if more information is needed.

**“Long Form” permits application.** This permit application is for all other work.

### How do I submit an application for a Building Permit?

You first need to have appropriate plans for your project. Early in the planning stage you should consult with the Building Inspector to see how detailed your plans need to be. Larger or more complicated projects may require a Vermont licensed professional, such as an architect or engineer, to develop and sign-off on the plans. Once you have the necessary plan documents, you complete the application for a Building Permit and submit it with the appropriate fee to the City of Montpelier Building Inspector.

### What happens during a plan review?

Your plans are reviewed to verify compliance with the Code before the project starts which helps to avoid costly mistakes. You will receive a letter and one set of the supplied plans with comments regarding the review with your permit. The letter and plans are to be kept at the job site and available to Inspectors.

## **How long is my permit good for?**

Your Permit will be valid for one year and if construction is still on going as of the expiration you may renew the permit for no charge by applying in writing before the expiration date.

## **Permit Application Instructions**

### **Application Instructions (FILL OUT COMPLETELY)**

Applications must be completed with all of the information that pertains to the scope of your project. Incomplete applications or those without proper fee will not be reviewed. Simply complete the directions that pertain to the scope of your project as follows:

#### **SECTION A, Site information**

Complete for all permits. All information is required.

#### **SECTION B, Project information**

Check off all aspects of the project that are being applied for with this application and describe the project in writing at the bottom of the section. **A Code Summary must be submitted for all new building projects.**

#### **SECTION C, Plans**

Check boxes for plans submitted for this project.

#### **SECTION D, Building information**

Complete this section for all projects which involve a new or existing building. Refer to the Building Code for the proper classification of building construction type.

#### **SECTION E, Energy Conservation Certification**

Complete this section for all projects that are publicly funded to indicate that they meet the required energy conservation standards.

#### **SECTION F, Project valuation and permit fee**

Complete this section for all projects. Detail the estimated project cost and calculate the permit fee based on that value. Make checks payable to the City of Montpelier. Send the completed application and required construction documents to the: Montpelier Building Department, 39 Main Street, Montpelier, VT 05602

After the projected is completed certification of actual costs is required, the permit fee will be adjusted based on the final project value.

#### **SECTION G, Applicant, Contractor, Designer Info**

Complete this section for all projects.

Please fill out all sections completely if you have questions please call the Building Inspector

**Two complete sets of Construction Documents are normally required however smaller projects may have this requirement waived. The application, fee and required documentation must be submitted together, prior to review**

#### **What you will receive**

You will receive back a copy of the application, a permit letter with conditions, a permit poster and one copy of the construction documents. If you wish to receive the construction document copies via the mail you will need to provide a suitable shipping container or you may pick them up at City Hall.