



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**SMALL BUSINESS FACT SHEET FOR LICENSED CHILD CARE**

**The Law:** Vermont Law (33VSA Section 3502) requires that persons who wish to provide child care to children from more than two families in a location other than the provider's own residence must first obtain a license from the Department for Children and Families (DCF). In addition, persons who wish to provide full time childcare to more than six children in their own homes also must first obtain a license from DCF.

**First Step:** Contact Child Care Services Division, at 103 South Main Street, Waterbury Vermont 05671-2901, or by calling 1-800-649-2642 or 802-241-3110, to obtain an **Initial Visit Request Form**.  
<http://www.state.vt.us/srs/childcare/index.htm>

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

A proposed licensed childcare facility may have to obtain a **Wastewater System and Potable Water Supply Permit** ([Sheet # 1](#) \*) from the Department of Environmental Conservation (DEC). The DEC permit will address the condition of the water and septic systems and determine whether the addition of a childcare program would burden these systems, thereby potentially creating a health hazard. In order to obtain the permit, the DEC Regional Engineer will need information about the existing water and sewage systems. If municipal water and sewer serve the structure, a letter from the town will be needed along with a completed application. If the structure is served by on-site water and/or septic systems, a design by a licensed designer ([Sheet #11](#)) or a certification on the construction of the current systems may be needed. If there is on-site water, tests for bacteria and certain chemicals will be required. A minimum fee of \$210 is required for the **Wastewater System and Potable Water Supply Permit** and may take 45 days or longer to process. In certain instances, a permit for your project may not be feasible. If your facility serves **more than 24 people** a day, and you are not connected to a municipal water system, you may need a **Water Supply Permit to Operate** ([Sheet #21](#)). Contact a Permit Specialist at the Regional Office for an application and additional information.

**Permit Specialist Locator:** <http://www.anr.state.vt.us/dec/ead/pa/index.htm>

**DEPARTMENT OF PUBLIC SAFETY, Division of Fire Safety** <http://www.vtfiresafety.org>  
(Sheets #[49](#), [49.1](#), [50](#), [50.1](#), [50.2](#), [50.3](#)\*)

The Fire Safety Division of the Department of Public Safety helps child care providers assure that the children and other day care users are safe from fire, electrocution, malfunctioning heating plants and other hazards. The department needs to receive information about the building and the proposed use. This information includes:

- the maximum number of children to be served at any one time
- the age span of the children
- how many caregivers will be on duty at any given time
- the type of material used in the construction of the building (wood frame, steel, concrete, etc)
- the number of stories in the building, and which levels are proposed for child care
- the type of heating system
- the location of all exits

The Fire Safety Division uses nationally recognized codes to evaluate the safety of the building. A combination of smoke detectors and fire extinguishers will be required; fire alarms and/or sprinkler systems may be required.

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The Department usually does not require submission of plans for an existing building, unless renovations or an addition are being considered. If a new building is being constructed, plans must be submitted to the regional office for review. An architect or engineer must prepare the plan for a new building. If plans are not required, a site visit will be necessary, and a \$25 fee is required for the inspection service.

### DISTRICT FIRE SAFETY DIVISION OFFICES

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

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

### DEPARTMENT OF HEALTH

<http://www.healthyvermonters.info/hp/hp.shtml>

Lead and Asbestos Program (Sheets # 54 & #55 \*)

**Lead:** If the building was constructed prior to 1978, the owner of the building must meet the requirements of Act 165, regarding lead hazard control measures that may need to be taken.

**Asbestos:** If the proposed site is an existing building, an asbestos assessment shall be performed by a person certified by the Vermont Department of Health to determine:

- if asbestos containing material is present, and
- if asbestos containing material is present, to ascertain the condition of such material.

The Asbestos and Lead Regulatory Program of the Department of Health may be contacted to conduct asbestos assessments at reduced costs by calling **1-800-439-8550 (in Vermont)**.

### OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:

- Local municipal offices regarding zoning permits
- Vermont Department of Taxes (Sheets #91 and 95\*)
- Secretary of State ([Sheet #90.1\\*](#))
- Act 250 ([Sheet #47\\*](#))

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

The Department of Environmental Conservation provides a unique service to anyone with questions about state permits. Permit Specialists are available to assist you in Springfield, Essex Junction, Rutland and Barre Regional Environmental Offices, as well as part time in St. Johnsbury, St. Albans, Bennington, Middlebury and Morrisville. Call them at the numbers listed below for assistance. They will guide you through the process by completing a Project Review Sheet that identifies state programs that may require a permit or license for your project. It could save you time, money and headaches.

**Permit Specialist Locator:** <http://www.anr.state.vt.us/dec/ead/pa/index.htm>

### PERMIT SPECIALISTS

Rick Oberkirch	Rutland, Bennington, Middlebury	(802) 786-5907
John Miller	Barre, Morrisville	(802) 476-0195
	St. Johnsbury (Tuesdays)	(802) 751-0127
Jeff McMahon	Essex Junction, St. Albans	(802) 879-5676
Sandra Conant	Springfield	(802) 885-8850

\*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://www.anr.state.vt.us/dec/permit\\_hb/index.htm](http://www.anr.state.vt.us/dec/permit_hb/index.htm)