



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.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

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 design flow. To determine whether you may need a permit, be prepared to answer questions related to the total use of the building in order to calculate the sewage design flow.

- Will you have gas pumps? How many? Will there be a gas island canopy?
- Will there be a deli? With seating? Public restrooms?
- How many employees?
- Is a residence or apartment unit(s) attached or on the same lot?
- What is the size of the lot? Will there be new exterior construction?
- Will there be new interior construction? Adding any plumbing? Sinks? Bathrooms?

An application for this permit can be obtained and processed at the Regional Environmental Office. 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 licensed designer ([Sheet # 11](#)) to evaluate your existing systems and recommend whether improvements are required. Submission of the results of chemical and bacteriological testing of the water supply is usually required unless the building is served by a municipal water system. The application fee for this permit is based on \$0.50 per gallon of design water/sewage flow with a \$210 minimum. It normally takes at least four weeks to obtain a

Wastewater System and Potable Water Supply Permit, but can take longer, so it is a good idea to apply early in the process. Please contact the Permit Specialist or Regional Engineer in your Regional Office to further discuss your project.

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

Underground Storage Tank (UST) Permit ([Sheet #33](#)*)

If your store has gasoline pumps, a tank permit is required from the DEC. Tank permits are issued for a five-year term and there is an annual permit fee of \$32 per tank. This permit may take 30 to 60 days to obtain, so contact June Middleton, the UST Permit Administrator, at 802-241-3888, early in the planning process.

<http://www.anr.state.vt.us/dec/wastediv/ust/home.htm>

DISTRICT ENVIRONMENTAL COMMISSION (ACT 250) ([Sheet #47](#)*)

Construction of improvements for commercial purposes may require that you obtain an Act 250 permit. If there is already an Act 250 permit on an existing convenience store, any changes may require an

amendment. Contact the Act 250 Coordinator or Assistant Coordinator at the Regional Office for a jurisdictional ruling on your specific project. <http://www.nrb.state.vt.us>

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 an asbestos assessment ([Sheet #54*](#)).

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

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://www.vermontagriculture.com/regulations.htm>

DEPARTMENT OF PUBLIC SAFETY, Division of Fire Safety <http://www.vtfiresafety.org>

Requires permit/approvals for any interior renovations and the installation of fuel tanks. (Sheets [#49](#), [49.1](#), [50](#), [50.1](#), [50.2](#), [50.3*](#))

OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:

- Local municipal offices regarding zoning/building permits
- Vermont Department of Taxes (Sheet's [#91](#), [92](#) , [93](#) and [95*](#))
- Secretary of State ([Sheet #90.1](#))
- Vermont Agency of Transportation ([Sheet #66*](#))
- 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.

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 McMahan	Essex Junction, St. Albans	(802) 879-5676
Jackie Carr	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