



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**SMALL BUSINESS FACT SHEET FOR HOME OCCUPATIONS**

A home occupation or business may require state and local permits. Home occupations may include: home crafts; consulting work; computer/word processing services; upholsterers; furniture refinishing; and various other unique businesses. Some bed and breakfasts may qualify as home occupations. To avoid possible delays and headaches, contact the Permit Specialist at the Regional Office to have the potential state permits identified in the planning stages of your projects.

**VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

**Wastewater System and Potable Water Supply Permit**

Many home businesses operated in a single family residence on its own lot qualify for an exemption from the Wastewater System and Potable Water Supply Rules (Sections 1-402 (a) (10) & (11), Chapter 1 of the Environmental Protection Rules, 8/16/02), if there is no increase in water usage or sewage disposal resulting from the business. Please contact a Regional Engineer or Permit Specialist at a Regional Office to determine if your business qualifies. If not, a **Wastewater System and Potable Water Supply Permit** may be required. ([Sheet #1\\*](#))

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

A **Hazardous Waste Notification** number may be required from the Waste Management Division if you own or operate a business where hazardous waste is generated, stored, used or disposed of. Examples of hazardous wastes could be photographic chemicals, cleaning solvents, petroleum products, herbicides, paints, varnishes, and others similar wastes. Contact the Hazardous Waste Division for more information (802-241-3888). There is no fee for the Notification. ([Sheet #36\\*](#))

**Forms and Instructions:** <http://www.anr.state.vt.us/dec/wastediv/rcra/handlers.htm>

A **Construction Stormwater General Permit** may be required if new construction will disturb more than five acres (such as for a parking lot or building) (reducing to disturbing more than one acre in 2004; check the following web site for the effective date or call 802 241-4320.) ([Sheet #6.1](#))

<http://www.anr.state.vt.us/dec/waterq/stormwater.htm>

**VERMONT DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety, Fire Safety Division has jurisdiction over buildings that the public may enter or where there are employees. This Department reviews projects with respect to issues of fire safety, building codes, accessibility, boiler inspections and electrical and plumbing installations. Please call a Department of Public Safety, Fire Safety Division district office to determine if your business requires a permit or approval. (Sheets [#49](#), [49.1](#), [50](#), [50.1](#), [50.2](#), [50.3\\*](#))

<http://www.vtfiresafety.org>

**DISTRICT FIRE SAFETY DIVISION OFFICES**

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

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

**VERMONT DEPARTMENT OF HEALTH**

The Department of Health licenses any food and lodging establishment, and home bakers and caterers. Please call 800 439-8550 (in VT) to locate the Sanitarian who will inspect your premises for sanitation.

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

**DISTRICT ENVIRONMENTAL COMMISSION/ENVIRONMENTAL BOARD (ACT 250)**

An Act 250 Permit may be required depending upon the specific project proposed. Contact the Act 250 Coordinator or Assistant Coordinator at the Regional Office. ([Sheet #47\\*](#))

<http://www.nrb.state.vt.us>

**ENVIRONMENTAL BOARD REGIONAL OFFICES**

|                            |                               |
|----------------------------|-------------------------------|
| Barre (802) 476-0185       | Essex Junction (802) 879-5614 |
| Springfield (802) 885-8855 | St. Johnsbury (802) 751-0120  |
| Rutland (802) 786-5920     |                               |

**OTHER GOVERNMENT OFFICES YOU SHOULD CONTACT:**

- Local municipal offices regarding zoning permits, driveways, subdivision, etc.
- Vermont Department of Taxes (Sheet's [#91](#), [92](#), and [95\\*](#))
- Secretary of State ([Sheet #90.1](#))

*This is not an all-inclusive list, but identifies the permits and licenses that will most likely be required for a home business.*

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 (Tuesday)         | (802) 751-0127 |
| Jeff McMahon   | Essex Junction, St. Albans      | (802) 879-5676 |
| Jackie Carr    | Springfield, Brattleboro        | (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)