



VERMONT DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY

Office of the State Fire Marshal, State Fire Academy and State HAZMAT Team



www.firesafety.vermont.gov

CONSTRUCTION PERMIT APPLICATION

Please fill out this permit application as completely as possible based on the scope of this project. Plans are reviewed in the order they are received. Please refer to Section B for information that is required as this will expedite the review process.

Have you consulted with a Fire Marshal regarding this project? No Yes/Name _____

Section A - Building Location and Ownership Information

Building Name _____

Building Address _____
911 Number / Street City State Zip

Building Owner _____

Address _____
Mailing Address City State Zip

Phone _____ **E-mail** _____

Section B - Project Type

Check all that apply: (plans are required for most projects)

- New Building** - Construction of a new building. (Please complete all sections including Section **G**)
- Addition** - An increase in the building area, aggregate floor area, building height, or number of stories of an existing structure. (Please complete all sections including Section **G**)
- Reconstruction** - The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained. (Please complete all sections. Projects over \$200K shall complete Section **G**)
- Modification** - The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment. (Please complete all sections. Projects over \$200K shall complete Section **G**)
- Renovation** - The replacement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within. (Please complete all sections. Projects over \$200K shall complete Section **G**)
- Change of Occupancy / Change of Use** - Check this box if any of the above work includes a change of use or change of occupancy. (Please complete all sections including Section **G**)
- Demolition** - The partial or complete demolition of any public building.

🔑 🔑 **This section for office use only** 🔑 🔑

Structure ID	Work Item ID	Received Date	Reviewer
Check From	Check #	Check Amount	Event ID
			Date Permitted

Section C - Description / Scope of Work

Please provide a description of the work being performed, and any proposed occupancy or use changes. Attach additional pages as necessary to sufficiently describe the work.

Section D - Building Construction, Use, and Protection Information

This section is intended to establish general information only. Additional information may be required in the form of a code analysis as specified in section G of this application or as requested.

Construction type of the building - Choose one

- | | |
|---|---|
| Type 5B - V(000) Unprotected Wood frame | Type 5A - V(111) Protected Wood frame |
| Type 4 - IV(2HH) Masonry Ext / Heavy Timber Int (Post and beam structures are usually 5B) | |
| Type 3B - III(200) Masonry Ext / Wood frame Int | Type 3A - III(211) Masonry Ext / Wood frame Int |
| Type 2B - II(000) Unprotected Noncombustible | Type 2A - II(111) Protected Noncombustible |
| Type 1B - II(222) Protected Noncombustible | Type 1A - I(442) Protected Noncombustible |
| | Type 1A - I(332) Protected Noncombustible |

Additional Building Information

Occupancy Classification(s) _____

Area of largest story _____ SF + _____ Existing SF = _____ New or Addition SF = _____ Total SF of Largest Story SF

Total area of all stories _____ SF Number of stories _____ Height _____ ft

Total basement area _____ SF Other _____

Comments _____

Fire and Life Safety Systems - New or modified as part of this project

Single Station Alarms	Install/Add Smoke Alarms	Install/Add Carbon Monoxide Alarms	
Fire Alarm System	New system	Modifying Existing	Other _____
Sprinkler System	New system	Modifying Existing	Other _____
Standpipes	New system	Modifying Existing	Other _____
Commercial Kitchen Hood	New system	Modifying Existing	Other _____
Hood Suppression	New system	Modifying Existing	Other _____
Emergency Generator	New	Modifying Existing	Other _____
Elevator / Other Conveyance	New	Modifying Existing	Other _____
Other Systems / Comments _____			

Indicate below if this building is historically significant and provide documentation

- Listed on the National Register of Historic Places
- Listed on the State Register of Historic Places
- Historically significant as determined by the Vermont Advisory Council on Historic Preservation

Section E - Project Valuation and Fee Calculations

<p>The Permit Fee is based on the total valuation of new construction or rehabilitation work for which the permit is being obtained.</p> <p>Electrical, Plumbing and Elevator trades must file a work notice in addition to certifying the valuation of the work as part of this permit.</p> <p>For projects involving volunteer labor and donated material, the valuation of construction work is based on the value of the volunteer labor as well as the donated materials when calculating the permit fee.</p>	a. Site Work / Demolition	\$
	b. Valuation of Building Construction	\$
	c. Fixed Equipment	\$
	d. Electrical	\$
	e. Plumbing	\$
	f. Elevator or Other Conveyance	\$
	g. Heating, Ventilation, Air Cond.	\$
	h. Consulting / Design Services	\$
	i. Other	\$
	j. Sprinkler System	SEPARATE PERMIT
	k. Other Fire Suppression Systems	SEPARATE PERMIT
l. Fire Alarm System	SEPARATE PERMIT	
m. Private Main Underground Piping	SEPARATE PERMIT	
TOTAL PROJECT VALUATION		\$
Fee is \$8.00 per \$1000 of total project valuation Calculate fee by multiplying TOTAL PROJECT VALUATION by 0.008		
There is a \$50 Minimum Fee This line is for the fee as calculated or \$50 whichever is greater		
*** Please make all checks payable to the Department of Public Safety ***		

All sections are required to be filled out completely and shall be typed or printed legibly

Section F - Project Specific Contacts

Applicant

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Contractor

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Architect / Designer VT Lic No. _____

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Primary Engineer VT Lic No. _____

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Section G - Submittal Checklist

Project type selected below shall correspond to the type(s) selected in section B. All corresponding boxes shall be checked to verify you have a complete submittal. Any section or checkbox left blank without an explanation could result in the application being returned. Explanation of excluded items shall be submitted on a separate page.

Required plans and documents ** Shall be submitted via hard copy and electronically *	New Construction / Addition	Reconstruction / Modification	Change of Occupancy / Use ONLY	Renovation
1) Completed Permit Application Including this Checklist				
2) Completed Code Analysis				
Code analysis shall include at a minimum: ● Codes that were followed and the year shall be consistent with those adopted by the VT Fire and Building Safety Code ● Occupancy classifications per NFPA and IBC ● Occupant loads and calculations per NFPA ● Construction type per NFPA and IBC ● Number of stories proposed and allowed per NFPA and IBC including calculations for any increases, and overall height per IBC ● All applicable building areas proposed and allowed per IBC including calculations for any increases ● Proposed and required fire protection systems, including fire alarm, sprinkler, clean agent, etc. and the code sections requiring such ● Egress requirements per NFPA 101 including diagrams ● Required fire and smoke separations ● ADA requirements				
3) Site Plan				
Site plan, drawn to scale, shall include at a minimum: ● Existing and proposed conditions ● Fire department access ● Dimensions including fire separation distances per IBC ● ADA requirements including parking and access ● North Arrow				
4) Architectural Plans and Specifications				
Architectural plans, drawn to scale, shall include at a minimum: ● Room space uses / names ● Full dimensions, detail references ● UL rating for required fire/smoke barriers ● Stair, handrails, and guard details ● Door and window schedules to include location, sizes, door ratings, materials, door hardware ● ADA details including bathrooms, door approach, etc. (Refer to Licensed Design Professionals Chart to determine when projects require stamped plans)				
5) Structural Plans and Specifications		N/A		
Structural and framing plans shall include at a minimum: ● Design loads and material designs ● Structural framing plans showing sizes, materials, spacing, spans, location & size of columns ● list reference material used as the basis of design (i.e. wood I joist manuals, etc.), Statement of Special Inspections, Basis of design				
6) Plumbing Plans and Specifications		N/A		
Include fixture schedules ● schedule & list of materials ● ADA requirements				
7) Mechanical Plans and Specifications		N/A		
Include duct layouts ● sizes, supply, return, exhaust, equipment locations ● fire / smoke damper locations and ratings				
8) Electrical Plans and Specifications		N/A		
Include lighting & power plans ● Outlet and switch details and locations ● Emergency lighting and exit path plan				

General Information

- As defined by State Statute Title 20; Chapter 173 § 2730 public buildings include most buildings, except for owner occupied single family dwellings, accessory dwellings, registered home daycares, and some buildings on working farms. Refer to the statute for a complete definition
- A construction permit from this office is required for any work conducted on or within a public building as defined above.
- Required plan submittal shall be via hard copy and electronic formats: (Email submittals are not accepted at this time)
Paper: 1 set; printed to scale and mechanically fastened together ~ Electronic: 1 set, PDF format only, on CD or DVD.
- Division of Fire Safety Construction Permits are required in addition to any other State or Town permits.
- In addition to this construction permit, separate permits, work notices, and/or submittals are required for all of the following: Electrical work, Plumbing Work, Fire Alarm Systems, Sprinkler Systems, Sprinkler System Underground Piping, Commercial Kitchen Hoods, Chemical Suppression Systems, Tanks, Elevators and other conveyances, Temporary structures and tents in excess of 1200 square feet, etc. A complete list of permit requirements can be found on our website at www.firesafety.vermont.gov.
- Construction shall not commence until a review is conducted and you receive a permit, or, other written notification back from the Division of Fire safety allowing you to proceed.

I hereby attest by my signature under 13 V.S.A. 3016 (filing a false claim with a Department or Agency of the State) that I am the owner or owner's designated representative and that the information contained within this form is correct and accurate to the best of my knowledge:

Signature of Applicant: _____ **Date:** _____

Return this completed form with all required fees, plans, and supplemental information to the appropriate regional office

Barre Regional Office
1311 US Rte 302, Ste 500
Barre, VT 05641
Phone: (802) 479-4434

Rutland Regional Office
56 Howe Street, Bldg A, Ste 200
Rutland, VT 05701
Phone: (802) 786-5867

Springfield Regional Office
100 Mineral Street, Ste 307
Springfield, VT 05156
Phone: (802) 885-8883

Williston Regional Office
380 Hurricane Lane, Ste 101
Williston, VT 05495
Phone: (802) 879-2300