



VERMONT DEPARTMENT OF PUBLIC SAFETY  
**DIVISION OF FIRE SAFETY**  
Office of the State Fire Marshal, State Fire Academy and State Haz-Mat Team  
firesafety.vermont.gov

## Electrical & Fire Alarm Work Notice

Return this completed form and payment to the appropriate Regional Office:

### Waterbury Regional Office

45 State Drive  
Waterbury, VT 05671-8200  
Phone: (802) 479-4434  
Fax: (802) 479-4446

### Rutland Regional Office

56 Howe Street, Building A, Ste 200  
Rutland, VT 05701  
Phone: (802) 786-5867  
Fax: (802) 786-5872

### Springfield Regional Office

100 Mineral Street, Suite 307  
Springfield, VT 05156-3168  
Phone: (802) 216-0500  
Fax: (802) 885-8885

### Williston Regional Office

380 Hurricane Lane, Suite 101  
Williston, VT 05495  
Phone: (802) 879-2300  
Fax: (802) 879-2312

Department Use Only

Site No. \_\_\_\_\_

EWN# \_\_\_\_\_

Date Paid \_\_\_\_\_

Check# \_\_\_\_\_

Amount \_\_\_\_\_

LOCATION INFORMATION

Name of Building/Site: \_\_\_\_\_

Physical Location: \_\_\_\_\_  
(911 Address) *Number and Street name, City/Town, Zip Code*

Name of Lessee: \_\_\_\_\_  
(If a Business)

Building Owner Name: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_  
*Number and Street name or PO Box, City/Town, Zip Code*

Owner Phone Number: \_\_\_\_\_

Explain the use of this building: \_\_\_\_\_ If residential, number of units: \_\_\_\_\_

Provide description of the work: \_\_\_\_\_

Job Start Date: \_\_\_\_\_ Projected Finish Date: \_\_\_\_\_

ELECTRICIAN INFORMATION

Name of Electrician: \_\_\_\_\_ License Number: \_\_\_\_\_

Name of Company: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

Electrician Contact Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Number and Street name or PO Box, City/Town, Zip Code*

Signature of Licensed Electrician: \_\_\_\_\_ Date: \_\_\_\_\_

FIXTURES	FEE	QUANTITY	AMT DUE
Temporary Service	\$30.00 ea		
Permanent Service (1 & 2 Phase through 400 amp)	\$35.00 ea		
Permanent Service (401 amp through 800 amp)	\$50.00 ea		
Permanent Service (801 amp and larger)	\$100.00 ea		
Transformers, Solar Panels, 1 – 25 KVA/KW	\$10.00 ea		
Transformers, Solar Panels, 26 – 75 KVA/KW	\$15.00 ea		
Transformers, Solar Panels, 76 – 200 KVA/KW	\$25.00 ea		
Transformers, Solar Panels, over 200 KVA/KW	\$35.00 ea		
Motors and Generators, Up to 25 hp, KW, or KVA	\$10.00 ea		
Motors and Generators, 26 – 100 hp, KW, or KVA	\$15.00 ea		
Motors and Generators, over 100 hp, KW, KVA	\$25.00 ea		
Sub Panels and Feeder after the main disconnect	\$35.00 ea		
Solar Combiners/Inverters	\$35.00 ea		
Lights, Outlets, Switches, T-Stats	\$20.00 per 50		
AC/DC Smoke Alarms, Carbon Monoxide (CO) Alarms			
Yard Lights and Signs	\$5.00 ea		
Fuel Oil, Kerosene, LP, NG, and Gasoline Pumps	\$25.00 ea		
Boiler, Furnace, Control Device & Stationary Appliances	\$10.00 ea		
Elevators	\$75.00 ea		
Platform Lifts	\$40.00 ea		
Fire Alarm Devices	\$30.00 per 50		
Fire Alarm Main Panel and Annunciator Panels	\$50.00 ea		
Fire Pumps	\$50.00 ea		
Base Fee, Except for 1 & 2 Family Residential Dwellings	\$40.00 ea		
<b>TOTAL FEE - MAKE CHECKS PAYABLE TO DEPT. OF PUBLIC SAFETY</b>			

The fees assessed for electrical and fire alarm work notices are set forth in the "State of Vermont Electrical Safety Rules", pursuant to 26 V.S.A. § 893(a).

**There is a minimum fee of \$125.00 for each re-inspection for code violations.**

A separate work notice must be filed for each building.

Payment must be included at the time of submission.

Fire Alarm Installation requires a plan review submittal, construction permit application and fee, prior to installation.

Solar Panel Installation requires a permit to include; solar panels, sub panels, solar combiner/inverters, lights-outlets-switches, stationary appliances & base fee.