



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 for Renovation and Modification Projects under \$200,000 in Existing Buildings

This application is not for other construction project types: New Construction, Additions, Change of Use

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

Have you consulted with a Fire Marshal regarding this project? Name: _____

**** The project must meet one of the below definitions and be under \$200,000 ****

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.

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.

Section A - Owner Site Location and Owner Information

Building Name _____

Building Address _____
911 Number / Street City State Zip

Building Owner Name _____

Owner Address _____
Mailing Address City State Zip

Owner Phone # _____ Owner E-mail _____

Section B - Applicant Information

Company _____ Contact Person _____

Address _____
Mailing Address City State Zip

Phone _____ E-mail _____

Contractor and/or Architect

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ E-mail _____

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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. Attach additional pages as necessary to sufficiently describe the work. Dimensional drawings, plans and/or a fire safety analysis may be required by the area Fire Marshal as a requirement to this permit.

Section D - Building Use and Protection Information

This section is intended to establish general information pertaining to the current and/or proposed use.

Describe below how the building is currently used?

Additional Building Information

Occupancy Classification(s) _____

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	Existing
Sprinkler System*	New System	Modifying Existing	Existing
Other Systems*	New System	Modifying Existing	Existing

***Separate Permit Application and Fee Required for Fire Alarm, Sprinkler and Other Systems**

Section E - Project Valuation and Fee calculations

The Permit Fee is based on the total valuation of the modification or rehabilitation work for which the permit is being obtained. Electrical, Plumbing and Elevator trades must file a work notice in addition to certifying the valuation of the work as part of this permit.

Calculate fee by multiplying TOTAL PROJECT COST by .008	Total Project Cost	\$	
There is a \$50 Minimum Fee	Fee is 8.00 per \$1000.		x .008
This line is for fee calculated or \$50 whichever is greater	Total Fee	\$	
Checks payable to Department of Public Safety			

General Information

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:** _____

Waterbury Regional Office
45 State Dr
Waterbury, VT 05671-8200
Phone: (802) 479-4434

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

Springfield Regional Office
100 Mineral St, Ste 307
Springfield, VT 05156
Phone: (802) 216-0500

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