



Vermont Department of Public Safety
Division of Fire Safety - Central Office

45 State Dr, Waterbury, VT 05671-8200
Phone 802-479-7561 Fax 802-479-7562



Access Board Variance Instructions

1. Applicant must submit the completed Access Board Application via email, to the Division of Fire Safety Office.

The application should include:

- Total cost of project
- Cost being spent on accessibility
- What type of variance is being requested: (example - lift in lieu of an elevator) and project summary

2. Instructions and what to send to Division of Fire Safety Office:

- Plans, photos, specs (such as specs for elevator vs. LuLa or lifts) Note: Plans should not be larger than 11x17. The application and related documents are only a summary of the project. Additional larger prints of photos and plans can be brought to the meeting.
- Any and all Project costs Associated with this project.
- Reason for requesting Variance

Send **a complete set** of the application, plans and photos to Bridgette.Hutchinson@vermont.gov , The documents will be mailed each of the Access Board members for their review prior to the meeting. All information must be received by our office at least two weeks before the meeting for the project to be placed on the agenda.

*~~Email the completed electronic version of the Access Board Application to~~
Bridgette.hutchinson@Vermont.gov*

If you prefer hard copies the Mailing address to send all information to is
DEPARTMENT OF PUBLIC SAFETY- Central Office
ATTN: ACCESS BOARD
45 State Drive, Waterbury, VT 05671-8200

PLEASE NOTE: Applications must be received no later than 14 days prior to the scheduled board meeting, unless otherwise stated. The Access Board meetings begin at 1:30PM the last Monday of each month, except when noted below or on Division website. Meeting dates can be found on our Divisions website at:

<https://firesafety.vermont.gov/buildingcode/ada/board>

Please contact Bridgette Hutchinson; Board Secretary, if you have any questions – (802) 479-7561



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Vermont Access Board Application

Please type in details of project and check boxes that apply. Send a copy of this application as the cover page for the project, via mail. Send an electronic copy of this form and all necessary back up documentation to Bridgette Hutchinson at the electronic mail address below.

Questions: Bridgette Hutchinson Phone (802)479-7561 or e-mail: Bridgette.hutchinson@Vermont.gov

Contact Information of person or company submitting project

Name of person or company: _____

Phone #: _____

Email Address: _____

Mailing Address: _____

Project Name: _____

Physical Address: _____

Presented By: _____

Documentary Evidence: Floor Plan Photos Other Specify: _____

Description of Property: (check and/or fill in box or boxes that apply)

New Construction Addition Renovation Building on Historic Register

Original date of building if **not** new construction: _____

Other Specify: _____

Requesting Variance to (add short description): _____

Total Project Cost: _____ Cost Spent on Accessibility: _____

Project Summary: _____