

# When is a Building Permit Required?

A building permit must be obtained by any person intending to erect or reconstruct any type of structure.

This includes **ADDITIONS** and **INTERIOR RENOVATIONS** to the following:

- Houses
- Commercial buildings
- Industrial buildings
- Garages
- Sheds and gazebos
- Decks and porches
- Swimming pools
- Ramps for wheelchair access
- Fire Escapes and other stairwells
- **Interior renovations and remodeling**

**DEMOLITION** of all structures, including garages, require a permit.

Permit applications cannot be processed until required site plans and more (such as floor plans, elevations, etc. depending on scope of work) are submitted.

# Building Permits

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City of Rutland Vermont  
July 2017



## Exemptions

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- Fences ten feet or less in height and walls six feet or less in height.
- Doghouses, swing sets, driveways, flagpoles, and other such structures.
- Landscaping/fill
- Minor structural repairs such as painting, replacement of siding, etc. (unless in a historic design district)
- Utility boxes
- Temporary structure if removed within 10 days after the primary project is completed.

### **Better Safe than Sorry**

**The purpose of building permits is to ensure that health and safety codes are met for new construction and renovation projects.**

**Not having a permit has repercussions for enforcement and could affect you at the time of sale when a title / land records search is conducted.**

**If you are not sure whether or not your project requires a permit, we are happy to talk it over with you.**

## What happens after I submit my application?

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Building Inspector reviews your application and ensures all required information is included.

Once all information is received, permit is circulated to the following City personnel for review and comment:

- Zoning Administrator
- City Engineer
- Commissioner of Public Works
- Fire Chief
- Chief of Police

Once comments are received, the Building Inspector has final approval authority.

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### **A NOTE ABOUT STATE PERMITS**

For commercial and industrial uses, the State's Division of Fire Safety has its own permitting process that needs to be followed.

**OBTAINING A STATE PERMIT IS ONE STEP IN THE PROCESS.**

A City Building Permit is needed as well.

## Once a permit is signed what happens?

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Once a permit has been approved a copy of the fully authorized permit is mailed to the applicant and the land owner.

A copy of the permit is filed in the land records.

Once the work is completed (and sometimes at various stages of construction) an inspection is required to verify conformance with permits and building standards.

Note: If you change your project, you should amend the permit to update the plans prior to construction.

This inspection is recorded and becomes part of the land records for your property. Failure to complete this step can delay a real estate transaction.

### **Contact Us**

**Building and Zoning Department**

**(802) 773-1800 ext. \*230**  
**robertt@rutlandcity.org**

**Permit forms are available on our website**  
**[www.rutlandcity.org](http://www.rutlandcity.org)**

**or in our office at City Hall:**  
**52 Washington Street. 2<sup>nd</sup> floor**