

NEW BUILDING & ZONING DEPARTMENT FEES

Effective Sunday, January 1, 2023

Rutland City Assessing, Building & Zoning Department

FEE SCHEDULE

Copy Fees	Property Cards*	\$ 1.00 per page
	Certificate of Occupancy Permits*	\$ 1.00 per page
	Miscellaneous Copies*	
	8.5" x 11"	\$ 1.00 per page
	8.5" x 14"	\$ 1.50 per page
	11" x 17"	\$ 2.00 per page
	18" x 24"	\$ 5.00 per sheet
	24" x 36"	\$ 10.00 per sheet
36" x 48"	\$ 20.00 per sheet	
Other Copies Greater than 18"	\$ 0.50 per linear inch	
Building Permit Applications¹		
Application Fee	\$ 50.00	
Recording Fees	As Prescribed by Vermont State Legislature	
Zoning Permit Applications¹		
Application Fee	\$ 50.00	
15-Day Notice Fee	\$ 5.00	
Recording Fees	As Prescribed by Vermont State Legislature	
Ancillary Fees^{1,2}		
Sheds (Up to 200 sq. ft.)	\$ 25.00	
Outdoor Hot Tubs	\$ 25.00	
Above-Ground Pool	\$ 25.00	
In-Ground Pool	\$ 100.00	
Accessory Structures	\$ 0.15 per sq. ft.	
Primary Structures and Attached Structures ^{3,4,5}	\$ 0.20 per sq. ft.	
Permit Revisions ⁶	\$ 25.00	
Demolition ⁷	\$ 50.00	
Vacant Property Registration ⁸	\$ 100.00	
After-the-Fact Permitting ⁹	2x Application Fee and Ancillary Fees	
Sign Permit Application¹		
Application Fee	\$ 50.00	
Ancillary Fee	\$ 25.00 per sign	
Recording Fees	As Prescribed by Vermont State Legislature	
Certificates of Occupancy Permits		
Change of Tenancy (Residential) ¹⁰	\$ 25.00	
Real Estate Transaction/Conveyance	\$ 100.00	
After-the-Fact Permitting	5x Permitting Fee, Not to Exceed \$500.00	
Urgent Scheduling ¹¹	2x Permitting Fee	
Cancellation During Scheduled Appointment ¹²	Reschedule Appointment	
Short-Term Rental Registration ¹³	\$ 375.00	
Development Review Board		
Application Fee	\$ 150.00	
Notice Fee	\$ 5.00	
Decision Recording Fees ¹⁴	As Prescribed by Vermont State Legislature	

* Request from landowners themselves for copies of documents relating to their property will not be assessed a copying fee.

¹ Any denial of a permit application, the ancillary fee will be reimbursed.

² Ancillary Fees only apply to Building and Zoning Permits Applications and will **NOT** be doubly charged if both permits are required for the same project.

³ Unfinished basements and attics are excluded from the fee calculation.

⁴ Fee is assessed to gross square footage of each habitable floor.

⁵ Any feature/structure attached to the primary structure will be assessed the same fee (\$0.20/sq. ft.).

⁶ The permit revision fee will applied instead of the application fee when a permit application is amended or modified; depending on the amendment, an applicant may be reimbursed or be required to pay an additional fee depending on the change of the project and how the ancillary fee is applied.

⁷ Demolition fees will apply whether the project is solely for demolition purposes or whether the application relates to both a demolition and reconstruction/renovation.

⁸ No application fees will be applied to vacant property registrations; failure to register a vacant property within 4 months of the property being vacated will result in a penalty fee of \$500.00.

⁹ After-the-Fact Permitting (Penalty Fee) is only applied to Building Permit Applications, Zoning Permit Applications, Ancillary Fees and Sign Permit Applications.

¹⁰ A certificate of occupancy permit is required for each dwelling unit, and therefore, the fee will apply for each dwelling unit being inspected.

¹¹ Scheduling a Certificate of Occupancy Permit site visit on the same day as the request, or the next business day, will result in double permitting fees. Scheduling the site visit is at the discretion of the Department and may be dependent on availability within the Department's schedule.

¹² A cancellation during the scheduled appointment will result in a forfeited permitting fee and will result in an automatic denial; the Applicant will need to reapply to schedule a new appointment and repay the fee.

¹³ Short-term rentals (e.g. AirB&Bs, Vrbo, etc.) are required to register with the City yearly using the City's GovOS software; included in the cost is the annual Certificate of Occupancy Permit (that fee will be waived).

¹⁴ This fee is to be charged to the applicant after the hearing, but before the decision is released.

Notes

!!!NEW!!!

Approved by the Board of Aldermen on Monday, August 15, 2022