

Do I need an Inspection?

Yes. All permits require a Certificate of Occupancy (C.O.), which in most cases require a final inspection. For more information on C.O.s, visit:

<https://colchestervt.gov/3223/Inspections>

It is the applicant's responsibility to schedule the inspections. Please fill out the CO Request form at the above link and send it to pzinfo@colchestervt.gov to get on the inspection calendar.

Open permits can delay the closing of a home sale or refinancing, so be sure to complete this important last step of the process.



The Chittenden Solid Waste District provides recycling that is less costly

than landfilling for many building materials.

For disposal of hazardous waste materials (paints, solvents, adhesives, etc.) contact the CSWD Environmental Depot at 802-863-0480. Contractors call 802-865-4663.

Tree limbs, stumps, brush and clean wood without paint, stain, glue or nails, as well as scrap metal, can be brought to the CSWD Drop-Off Center 802-878-8111.

Where to apply

Permits can be applied for by picking up a permit application from the Department of Planning & Zoning or completed via a fillable PDF and emailed as an attachment. The PDF can be found here <https://tinyurl.com/App-PDF>

When do I need a State permit?



The Town of Colchester administers the State Wastewater Program. Call our office at 802-264-5606 for more information.

Most construction involving commercial and multi-family properties require a **State Building Permit from the Division for Fire Safety**: 802-879-2300.

Additional Information

Questions regarding the building permit process? Please contact the Department of Planning & Zoning via email at pzinfo@colchestervt.gov or at 802-264-5606.



For your protection, call Dig Safe 48 hours in advance of any digging to have your utilities located. Dial 811. Failure to do so could result in a major inconvenience and expense if an underground utility was damaged during construction. Location requests can also be made conveniently online at **Call811.com**

Colchester Planning & Zoning Department

Building & Zoning Permit Guide



Town of Colchester
781 Blakely Road
Colchester, VT 05446

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When do I need a local Building & Zoning permit?

A permit is required for the following*:

- Renovations, including remodeling, windows, roof coverings, and room additions or partitioning which exceed \$15,000 in aggregate cost
- Addition of a bedroom to an existing structure
- Roof-mounted solar photovoltaic systems
- New commercial, industrial, and residential structures
- Any addition to an existing structure
- Fences, pools, patios, and decks.
- Accessory structures such as sheds
- Adding an accessory apartment (ADU)
- Seawalls and retaining walls
- Excavation, filling, grading
- Paving, concrete, gravel, or adding other impervious material
- Home Businesses & Occupations
- Signs (temporary & permanent)
- Changes of Use & Occupancy
- Demolition
- Conversion of previously unfinished space to finished space
- Conversion of non-living area to living area

What does not require a permit?

The following activities do not require a permit*:

- Renovations not exceeding \$15,000 and that do not fall into any other category requiring a permit.

What information do I need?

Please fill out the entire permit application to the best of your ability. Be sure to sign the bottom and provide the address, email, and phone number where you can be reached when the permit is ready. Property and building owners must sign all permit applications. If you do not own the building or land, please have the owner(s) sign the permit prior to submittal.

Attach your plans to the permit. Be sure to highlight the proposed changes and provide the following information:

- Structure measurements
- Property lines (including along the road)
- All existing and proposed buildings with dimensions
- Setback of buildings from property lines
- Driveway and parking areas with dimensions
- Septic tanks, lines, and leach fields.
- Well and water line (if applicable)
- If for a fence, show where the fence will be placed within the property line.
- For interior work, provide a floor plan showing walls, doors, windows, and label each room. (i.e. “bedroom”)
- Some applications may need to be reviewed by the Development Review Board (DRB).

Sample site plans are available in the Town Office or available to view at: <https://tinyurl.com/colchestersampleplans>

For new construction or additions involving commercial and residential properties also provide:

- A grading plan
- Floor plans and elevation views

How much does a permit cost?

The permit fee is due at the time of application submission. A permit application is not considered complete and ready for review until the fee has been paid.

The fee is calculated based on the type of construction and/or cost of construction. If any construction is completed prior to obtaining a permit, an after-the-fact fee may cost double the regular fee.

Fees may be paid via cash, check, or credit card. Credit card transactions will incur an additional 3% service fee. Please reference our permit fee schedule at: <https://tinyurl.com/Permit-Fees>

How long will the review of my application take?

Do plan ahead. Although it is our practice to turn permits around within 7-14 days, State law allows up to 30 days for the review of a building permit application and there is a 15-day appeal period between the date of permit pick-up and the date construction may begin. We will notify you when the permit has been approved and is ready for pick up. During the appeal period, the orange card must be posted at the building site where it will be visible from the public right of way.

*This is not an exhaustive list. Please refer to the most current Colchester Development Regulations and Code of Ordinances or contact the department for more information.