



How-To: Apply for a Home Renovation or Addition Permit

This is a quick how-to guide for permitting of home renovations, such as roof or window replacements, room finishing or re-modelling, or expansions to the home. See separate How-To sheet for detached structures, fences, and decks. For multi-family and commercial properties, please contact the City's Administrative Officer at planning@sburl.com or (802) 846-4106.

What kind of approval do I need, if any?

- ***In many instances, interior renovations will require a Building Permit from the Fire Marshal's office. Please contact them at (802) 846-4134.***
- Replacement/ installation of appliances and vents, electrical, water sewer, A/C or heat pump units, carpeting, furniture, etc: No Zoning Permit required
- Interior remodels, finishing basements, replacement of windows, roofs, siding: Zoning Permit if total project cost exceeds \$5,000
- Home additions or extensions: Zoning Permit Required

Zoning Permits for Home Renovations or Additions

- Please fill out a [zoning permit application](https://cms6.revize.com/revize/southburlington/Planning/Forms/Zoning%20application%20fillable%20Feb%202023.pdf).
<https://cms6.revize.com/revize/southburlington/Planning/Forms/Zoning%20application%20fillable%20Feb%202023.pdf>
- If you don't know your property ID, leave it blank.
- If the renovations don't change the exterior of the house (size, height, location of windows & doors, etc.), no drawing is required.
- If your project includes an addition to the house, include a sketch of your property, including the property lines, location and name of the adjacent street(s), building and decks, clearly showing where the addition is proposed and its dimensions. This can be hand drawn or adapted from an aerial photo. Please include measurements to the nearest property lines.
- If you are the property owner, you need to sign as both owner and applicant. If you are not the owner, you must sign as the applicant and the property owner must also sign. A digital signature or scan of a signature is acceptable.
- Fees. The fee for projects totaling less than \$6,000 for materials and installation is \$43. For larger projects, the fee is \$5 per \$1,000 in total project cost, plus a \$13 digitization fee.
 - Our website offers an [online payment option](https://www.southburlingtonvt.gov/how_do_i/make_a_payment/index.php)
https://www.southburlingtonvt.gov/how_do_i/make_a_payment/index.php
 - When the online form asks for a permit number, type "TBD"
 - Make checks payable to "City of South Burlington"
 - Email form to planning@southburlingtonvt.gov. Alternatively, you can visit us at 180 Market Street during regular office hours or mail to Planning & Zoning, 180 Market Street, South Burlington, VT 05403.

Home Renovation / Additions Permitting Rules: [see Appendix C of the [Land Development Regulations](https://www.southburlingtonvt.gov/departments/planning_and_zoning/regulations_and_planning_documents.php)]:
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- The total *lot coverage* and *total building coverage* must not exceed the maximum allowed in the zoning district [typically 30-40%, and 15-20% of the total lot, respectively. See Appendix C]
- If you are finishing a basement or doing any work on a multi-family or rental dwelling, please contact the South Burlington Fire Marshal's office at (802) 846-4134. (OVER)

Permit Issuance and Pick-up

- Digital submissions are preferred and can be returned more quickly. Email them to planning@southburlingtonvt.gov.
- We strive to turn permits around quickly; State law allows up to 30 days from receipt. Permits are processed in the order received.
- Once a permit is issued, you will receive a Notice Placard. Please post this in the window or on a stake visible from the roadway. It must be posted for 15 days. This is the appeal period. If you choose to start construction within that timeframe, be aware you may need to stop work or restore prior conditions if there is an appeal