



How-To: Apply for a Patio/Deck/Porch Permit

This is a quick how-to guide for permitting of patios/decks for single & two-family homes. For multi-family and commercial properties, please contact the Administrative Officer at planning@sburl.com or (802) 846-4106.

What kind of approval do I need, if any?

- *A patio sits directly on the ground. A deck is raised, on supports. A porch is covered or enclosed.*
- For a patio: Is the patio placed directly on the ground? No permit required, but overall lot coverage must not be exceeded [see below]
- For a deck/porch: Is the project only a repair / renovation to an existing one? No permit required
- For a deck/porch: Is this a new deck, an expansion to an existing deck/porch, a full replacement, or an enclosure of a porch? A zoning permit is required.

Zoning Permits for Decks

- 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 parcel ID, leave it blank.
- Include a simple sketch of your property, including the property lines, location and name of the adjacent street(s), building and decks, showing where the fence is proposed. This can be hand drawn or adapted from an aerial photo
- Please include measurements to the nearest property lines. If more than 10', an estimate is acceptable.
- 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.
- Applications can be emailed to planning@sburl.com. Alternatively, you can visit us at City Hall or mail to Planning & Zoning, 180 Market Street, South Burlington, VT 05403.
- 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"

Patio/patio/porch Permitting Rules: [see also 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]
- Building coverage includes all building and enclosed decks
- Lot coverage includes all building, decks, patios, porches walkways, and driveways

- Decks must meet the setback requirements for the house [typically 10' from side lot lines and 30' from front and rear [see Appendix C for details]. Patios have no setback requirement. (over)

Permit Issuance and Pick-up

- Digital submissions are preferred and can be returned more quickly
- 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