

Appeal Period Expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Zoning District \_\_\_\_\_

**Town of Essex, Vermont**  
**Application for Zoning Permit**  
 (Building Permit)

Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Permit Number \_\_\_\_\_

- Prior to construction, you are responsible for identifying and obtaining all necessary State permits and approvals, including State environmental permits from the VT Agency of Natural Resources. For State environmental permits, visit the Permit Navigator ([dec.vermont.gov/permitnavigator](http://dec.vermont.gov/permitnavigator)). For further assistance, contact the Department of Environmental Conservation's Environmental Assistance Office at [ANR.DECAssistance@vermont.gov](mailto:ANR.DECAssistance@vermont.gov) or 802-828-0141.
- Post permit card visible to the road immediately as Permit is appealable within 15 days of issuance and during construction.
- Call the Zoning Administrator at 878-1343 to schedule a Certificate of Occupancy inspection, if indicated below as required.
- Call the Assessor at 878-1345 to schedule a re-assessment upon completion of work.
- Notify commercial and residential alarm systems of the proper emergency services phone number for the Town of Essex: 802-878-4300

**SIGN HERE:** \_\_\_\_\_

**A**

Parcel Account Number (Map-Parcel-Lot): 2 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Tenants/Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Construction Dates: Start: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Completion: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Square Feet: \_\_\_\_\_ Estimated Cost (labor & materials): \$ \_\_\_\_\_

**H**

Check box(es) which describe proposed use or construction (circle choice in parenthesis).  
 N = New A = Addition R = Remodel

<i>Residential:</i>	N	A	R
Single Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two-Family (duplex) (other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condominium/Townhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inclusions or Additions:</i>			
Garage (attached) (detached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Porch (enclosed) (open)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool (in ground) (above ground)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barn (residential) (agricultural)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Non-residential:</i>			
Commercial/Industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Stormwater:</i>			
Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>			
Change in Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B**

**SEWAGE DISPOSAL** (Please attach State Septic Approval or Sewer Service Application)

Public  Septic  Connection Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Proposed New Bedrooms: \_\_\_\_\_ Existing Bedrooms: \_\_\_\_\_

**C**

**WATER** (Please attach Water Service Application)

Public  Well  Connection Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**D**

**FIRE IMPACT FEE**

Proposed New Bedrooms: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Non-residential: Square Feet: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

**E**

**DRIVEWAY** (Please attach copy of approved Curb Cut / Utility Application)

Date of approval: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**F**

**STORMWATER**

Project disturbs an area greater than or equal to 1 acre – Erosion Control Permit Required. Attach completed permit application.

Project creates new or expands existing impervious surfaces  $\geq \frac{1}{2}$  acre – Erosion Control Permit and Stormwater Management Permit required. Attach completed application permit.

**G**

Diagram – show a sketch of project on reverse of this application or separate sheet with property lines, buildings, septic and well locations, any easements and setbacks.

Signature of Tenant and  
 Signature of Owner \_\_\_\_\_

**OFFICE USE ONLY**

Fees:	Amount	Date Paid
Permit	\$ _____	____ / ____ / ____
Recreation	\$ _____	____ / ____ / ____
Recording	\$ _____	____ / ____ / ____
Certificate of Occ.	\$ _____	____ / ____ / ____
Other	\$ _____	____ / ____ / ____

**BUILDING PERMIT**

Approved  Rejected  Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Issued to: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Certificate of Occupancy Required Yes  No

**THIS PERMIT IS VALID FOR TWELVE (12) MONTHS FROM DATE OF ISSUE.**  
**RENEW FOR 1 YEAR (FREE) IF NOT EXPIRED.**

**G Diagram** – Provide diagram here and include all setbacks.