

Appeal Period Expires 1/12/26  
 Zoning District C1

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

Application Date 12/2/2025  
 Permit Number 2025-195

- Contact State Permit Specialist Jeff McMahon (477-2241) to check for state permitting and/or setbacks.
- Post permit card visible to the road immediately as Permit is appealable within 15 days of issuance.
- 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.
- Provide a diagram showing proposal and any easements, well or septic locations, etc.

**SIGN HERE:** Alyssa Stephani

**A** Parcel Account Numb. (Map-Parcel-Lot) 2-016-004-002  
 Property Address : 201 Osgood Hill rd, Essex, VT, 05452  
 Owner: Michael Boudreaux  
 Owner Address: 201 Osgood Hill rd, Essex, VT, 05452  
 Owner Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_  
 (cell) 802-857-8371 (Email) michaelboudreaux@yahoo.com  
 Tenants name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 Estimated Construction Dates: Start: 1/12/26 Completion: 1/12/26  
 Sq. Feet: \_\_\_\_\_ Estimated Cost (labor & materials): \$ 3131.92

**B** Sewage Disposal (Please attach Sewer or Septic Application).  
 Public  Septic  Connection Fee \$ \_\_\_\_\_ Date Paid: \_\_\_/\_\_\_/\_\_\_  
 Proposed New Bedrooms: \_\_\_ Existing Bedrooms: \_\_\_

**C** Water (Please attach Water Service Application).  
 Public  Well  Fee \$ \_\_\_\_\_ Date Paid: \_\_\_/\_\_\_/\_\_\_

**D** Driveway (Please attach copy of approved Curbcut / Utility Application).  
 Date of approval \_\_\_/\_\_\_/\_\_\_

**E** 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 surface greater than or equal to 1/2 acre – Erosion Control Permit and Stormwater Management Permit required. Attach completed permit application.

**F** Diagram – Show a sketch of project on reverse of this application with property lines, building, and setbacks or attach separate sheet.

**G** Signature of Tenant and Signature of Owner \_\_\_\_\_  
see included CoW pg 3 for owner's consent

**G**

Check box(es) which describe proposed use or construction (circle choice in parenthesis).  
 N = New A = Addition R = Remodel  
 Residential: basement window replacement  
 Single Family     
 Two-family (duplex)(other)     
 Multi-family     
 Condominium / Townhouse     
 Mobile home     
 Inclusions or Additions:  
 Garage (attached) (detached)     
 Porch (enclosed) (open)     
 Deck     
 Pool (in) (above) ground     
 Shed     
 Barn (residential) (agriculture)     
 Non-residential:  
 Commercial / Industrial     
 Stormwater:  
 Stormwater     
 Erosion Control     
 Other:  
 Change in use     
 Miscellaneous     
 Renewal

**Office Use Only**

Fees:	Type	Amount	Date Pd
Permit		\$ <u>75</u>	<u>12/18/25</u>
Recreation		\$ _____	___/___/___
Recording		\$ <u>15</u>	<u>12/18/25</u>
Certificate of Occ		\$ _____	___/___/___
Other		\$ _____	___/___/___

**Building Permit**  
 Approved  Rejected  Date 12/18/25  
 Issued to: M. Boudreaux  
 Zoning Administrator: Jhara Kelley  
 Notes: RBES info given  
 C.O. Required Yes  No

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



Pella Products Inc.  
155 Main Street  
Greenfield, MA 01301

To Whom it may Concern:

I, Michael Boudreaux, as property owner, give permission to our contractor, Pella Products Inc. to obtain a building permit for the installation of windows and/or doors in my home.

Located at; 201 Osgood Hill Rd  
Essex Junction, VT 05452

Please accept this letter in place of my signature on the permit application.

Thank you,

Signed by:  
Signature: Michael Boudreaux  
B07C8373BC154BF...

Date: 11/5/2025

Hello,

Included is an application and check for a window replacement project at 201 Osgood Hill Rd on behalf of Michael Boudreaux. Please see included CoWpg 3 for owner's signature of consent for Pella to apply for necessary permits.

This project consists of replacing 1-2 wide basement window with a 2-wide sliding brown vinyl window. No changes to size or structure. Windows meet egress.

The homeowner can be contacted to pick up paperwork. Please let us know if you need anything else.

-Alyssa Stephani

Pella Products

802-864-5435

[sburlingtonsa@pellasales.com](mailto:sburlingtonsa@pellasales.com)