

Town of Rochester  
 PO Box 238  
 67 School Street  
 Rochester, VT 05767  
 (802) 767-3631

## **Building and Zoning Permit Information**

### **PERMITS**

A Building and Zoning Permit Application needs to be filed, along with the appropriate fee, and approved before undertaking any of the following projects:

- 1) All new construction, including but not limited to a house, garage, outbuilding, apartment, or deck.
- 2) An addition, renovation, or remodeling which alters the footprint, height, number of bedrooms or use of a property (example: creating an apartment)
- 3) Signs
- 4) Change of use
- 5) Work in a Flood Zone requires review by the State of Vermont.

Some of the above activities may also require state permits. It is the applicant's responsibility to obtain any necessary permits.

### **SEPTIC AND WATER**

The Vermont Agency of Natural Resources, Department of Environmental Conservation has jurisdiction for issuing all septic and potable water permits. Contact the DEC regional Office at:

Vermont Department of Environmental Conservation  
 100 Mineral Street  
 Springfield, VT 051156  
 802-289-0603

Information and permit forms can also be obtained at their web-site:

<http://dec.vermont.gov>

If your property is not served by the Municipal Sewer System, an approved Septic Design is required prior to approval of the **Building and Zoning Permit Application** to the Administrative Officer for any of the following purposes:

- A. A new House
- B. Add a bedroom(s)
- C. Add an apartment
- D. Construct an outbuilding with bathroom
- E. Septic installation or restoration
- F. Seeking a change of Use

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**MUNICIPAL WATER AND SEWER PERMIT**

If your **Building and Zoning Application** is for a property served by the Rochester Municipal Water or Sewer System **and** you are seeking to do any of the following:

- A. Construct a new house or create an apartment
- B. Add a bedroom(s)
- C. Change of Use

You must complete a **Municipal Water and Sewer Permit Application** and submit it with your **Building and Zoning Permit Application** for review by the Water and Sewer System Operator.

**DRIVEWAY CUT**

If your plans require the construction of a new driveway that will connect to a Rochester Town Road, a **Driveway Construction Permit** is required. Completed applications should be filed at the Rochester Town Office, along with your completed **Building and Zoning Permit Application**, if required, and appropriate fees, for review by the Road Commissioner.

If your driveway will connect to a State Highway, you must apply to the State for approval.

**TRENCHING OR BORING**

If your plans necessitate trenching or boring in the road or right-of-way of a Rochester Town Road, a **Permit for Open Trenching and Road Boring** application must be filed and approved by the Road Commissioner. Please attach your application and appropriate fees along with your **Building and Zoning Application**, if required.

**APPLICATION REVIEW**

The review period for a **Building and Zoning Application** by the Administrative Officer will not begin until all of the required permits outlined above have been approved by the appropriate officials.

If you require any additional information, please contact one of the following:

Administrative Officer:	Pat Harvey	<a href="mailto:selectboardharvey@gmail.com">selectboardharvey@gmail.com</a>	802-767-3280
Road Commissioner	Selectboard Members		802-767-3631
Water and Sewer Operator	Terry Severy	<a href="mailto:gsevery72@gmail.com">gsevery72@gmail.com</a>	802-353-3727