

Wilmington Selectboard Agenda
March 9, 2021 at 6:00 pm

1. Re-Organization
 - *Elect Chairperson, Vice Chairperson, Clerk*
 - *Other Actions and Appointments*
(ex-officio assignments, Selectboard schedule, official newspaper, Conflicts of Interest Policy, and Rules of Procedure.)
2. Visitors, Public Comments, Possible Changes to the Agenda
3. Approve Minutes of February 16 and 22, 2021 (5 minutes)
4. Taxes (10 minutes)
 - *The Finance Officer to give an update on tax collections and delinquencies.*
5. Action Items (5 minutes)
 - *Roads to be posted for spring 2021 (to be filed with the Selectboard for spring postings).*
 - *The Selectboard to possibly approve the annual highway financial plan.*
 - *The Selectboard to possibly authorize the town manager to submit the Division of Fire Safety Building Permit Application to the State of Vermont for the Public Safety Facility Project, with payment.*
6. Appointments (10 minutes)
 - *Actions and Appointments: The Selectboard to possibly re-appoint incumbent volunteers to town boards, commissions, and committees.*
7. Liquor Commission (5 minutes)
 - *The Liquor Commission to possibly approve a Second-Class License Renewal for Vermont Staples Good Co, Inc dba River Bend Farm Market (Wilmington) at 136 RT 100 N; A First and Third Class Renewal for the Wilmington Village Pub Inc at 7 S Main St.*
8. Other Business
9. Select Board Members Comments
10. Town Manager's Updates (10 minutes)
11. Executive Session
 - *The Selectboard to possibly enter into executive session for the purpose of discussing a policing contract.*
 - *The Selectboard to possibly approve the policing contract.*

Policy Regarding Conflicts of Interest and Ethical Conduct
For the Town of Wilmington
March 10, 2020

Article 1. Authority. Under the authority granted in 24 V.S.A. § 2291(20), the Town of Wilmington hereby adopts the following policy concerning conflicts of interest and ethical conduct.

Article 2. Purpose. The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in its officers will be preserved. It is also the intent of this policy to ensure that all decisions made by public officers are based on the best interests of the municipality.

Article 3. Application. This policy applies to all individuals elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions of the Town of Wilmington.

Article 4. Definitions. For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A real or seeming incompatibility between a public officer's private interests and his or her public or fiduciary interests to the municipality he or she serves. A conflict of interest arises when there is a direct or indirect personal or financial interest of a public officer or a person or group closely tied with the officer including his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of an official act or action, or any other matter pending before the officer or before the public body in which the public officer holds office. A conflict of interest may take any of the four following forms:
 - a. A direct financial conflict of interest arises when a public officer acts on a matter that has a direct financial impact on that officer.
 - b. An indirect financial conflict of interest arises when a public officer acts on a matter that has a financial impact on a person or group closely tied to the officer.
 - c. A direct personal conflict of interest arises when a public officer acts on a matter that has a direct impact on the officer in a non-financial way but is of significant importance to the officer.
 - d. An indirect personal conflict of interest arises when a public officer acts on a matter in which the officer's judgment may be affected because of a familial or personal relationship or membership in some organization and a desire to help that person or organization further its own interests.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue.
3. A situation where a public officer has not disclosed ex parte communication(s) related to a quasi-judicial proceeding that is before the body to which that officer belongs.

A "conflict of interest" does not arise in the case of an official act or action in which the public officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision.

B. **Emergency** means an imminent threat or peril to the public health, safety, or welfare.

- C. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.
- D. **Official act or action** means any legislative, administrative or quasi-judicial act performed by any public officer while acting on behalf of the municipality. This term does not apply to ministerial acts or actions wherein no discretionary judgment is exercised.
- E. **Public body** means any board, council, commission, or committee of the municipality.
- F. **Public interest** means an interest of the municipality, conferred generally upon all residents of the municipality.
- G. **Public officer** means a person elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. This term does not include municipal employees.
- H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.

Article 5. Prohibited Conduct.

- A. A public officer shall not participate in any official act or action if he or she has a conflict of interest, whether real or perceived, in the matter under consideration.
- B. A public officer shall not personally – or through any member of his or her household, business associate, employer or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization that has an interest in an official act or action pending before the public body in which the public officer holds office.
- C. A public officer shall not accept gifts or other offerings for personal gain by virtue of his or her public office that are not available to the public in general.
- D. A public officer will not request or accept any reward, gift, or favor for taking an official act or action or advocating for or against an official act or action.
- E. A public officer shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
- F. A public officer who is a member of a public body shall not give the impression that he or she has the authority to make decisions or take actions on behalf of that body.

Article 6. Disclosure. A public officer who, while serving on a public body, may have a conflict of interest, whether real or perceived, in a matter under consideration by that public body shall, prior to taking an official act or action or participating in any official act or action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that

another public officer recuse him or herself from a matter due to a conflict of interest, whether real or perceived.¹

Article 7. Consideration of Recusal. Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body shall take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

Article 8. Recusal.

- A. **Recusal of Appointed and Elected Officers.** After taking the actions listed in Articles 6 and 7, a public officer, whether appointed or elected, shall declare whether he or she will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that he or she is able to act fairly, objectively, and in the public interest, in spite of the conflict, he or she shall state why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest.² Otherwise, the public officer shall recuse him or herself from the matter under consideration. A public officer that recuses him or herself may, but not must, explain the basis for that decision.
- B. **Recusal of Appointed Officers.** The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest, whether real or perceived, may be grounds for discipline or removal from office.³

Article 9. Recording. The minutes of the meeting or the written decision / minutes from the meeting / hearing shall document the actions taken in Articles 6 through 8.

Article 10. Post-Recusal Procedure.

- A. A public officer who has recused himself or herself from participating in an official act or action by a public body shall not sit with the public body, deliberate with the public body, or participate in the discussions about that official act or action in any manner in his or her capacity as a public officer, though such member may still participate as a member of the public or private party, if applicable.
- B. The public body may adjourn the proceedings to a time, date, and place certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

¹ Such request shall not be considered an order for the officer to recuse him or herself.

² Each member of an elected public body is independently elected and answers only to the voters. Therefore, unless there is a local ordinance or charter provision that states otherwise, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately.

³ Certain appointed public officers such as a Zoning Administrator and members of the Zoning Board of Adjustment or Development Review Board may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

Article 11. Enforcement.

- A. Enforcement Against Elected Officers; Consequences for Failure to Follow the Conflict of Interest Procedures.** In cases in which an elected public officer has engaged in any of the prohibited conduct listed in Article 5, or has not followed the conflict of interest procedures in Articles 6 through 10, the Town of Wilmington Selectboard may, in its discretion, take any of the following disciplinary actions against such elected officer as it deems appropriate:
1. The chair of the Selectboard may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and the public officer together constitute a quorum of a public body.
 2. The Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Selectboard may admonish the offending public officer in private.
 3. The Selectboard may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
 4. Upon majority vote in an open meeting, the Selectboard may request (but not order) that the offending public officer resign from his or her office.
- B. Enforcement Against Appointed Officers.** The Selectboard may choose to follow any of the steps articulated in Article 11A. In addition to or in lieu of any of those steps, the Selectboard may choose to remove an appointed officer from office, subject to state law.

Article 12. Exception. The recusal provisions of Article 8 shall not apply if the Selectboard determines that an emergency exists or that actions of a quasi-judicial public body otherwise could not take place. In such a case, a public officer who has reason to believe he or she has a conflict of interest shall only be required to disclose such conflict as provided in Article 6.

Article 13. Effective Date. This policy shall become effective immediately upon its adoption by the Town of Wilmington Selectboard.

Signatures:

Thomas Fitzgerald

Sarah Fisher

John Gannon

Tony Tribuno

Vince Rice

Date: March 9, 2021

WILMINGTON SELECTBOARD RULES OF PROCEDURE

- A. PURPOSE.** The selectboard of the Town of Wilmington is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law; 1 V.S.A. §§ 310-314. Meetings of the selectboard of the Town of Wilmington must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard; 1 V.S.A. § 312(h). All attendees, Selectboard and the public, are expected to exhibit courteous and respectful behavior.
- B. APPLICATION.** This policy setting forth rules of procedure for selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Wilmington Selectboard except as noted below.
- C. PROCEDURES.**
1. The Chair of the Selectboard, or in the chair's absence, the vice-chair, shall chair all Selectboard meetings. If both the chair and the vice-chair are absent, a member selected by the board shall chair the meeting.
 2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).
 3. A majority of the members of the selectboard shall constitute a quorum. If a quorum of the members of the selectboard is not present at a meeting, the only action that may be considered by the selectboard is a motion to recess or adjourn the meeting.
 4. At the beginning of each regular Selectboard meeting, there shall be time afforded for open public comment on any issue. By majority vote, the Selectboard may adjust the agenda items and times accordingly.
 5. Public comment on agenda items, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair.
 6. Each Selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the Selectboard. Those who wish to be added to the meeting agenda shall contact the town manager before 12:00 pm on the Friday preceding a meeting to request inclusion on the agenda. If the town manager disagrees with a request to add an item, the Selectboard chair will make the final determination. No matters shall be discussed and decided by the board other than as they may appear on the agenda with the exception of emergency or routine business.
 7. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Selectboard, the order of items to be considered and/or the time allotted may be modified.
 8. The chair of the Selectboard may make motions and may vote on all questions before the board.
 9. There is no limit to the number of times a Selectboard member can speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
 10. Any Selectboard member may request a roll call vote.
 11. Meetings may be recessed to a time and place certain.
 12. These rules shall be made available at all meetings.
 13. Selectboard members will meet the requirements of its "Conflict of Interest Policy"
 14. These rules may be amended by majority vote of the Selectboard, and must be readopted annually at the organizational meeting.

READOPTED 03/9/21 by WILMINGTON SELECTBOARD

Thomas Fitzgerald

John Gannon

Vince Rice

Sarah Fisher

Tony Tribuno

TOWN OF WILMINGTON ROADS TO BE POSTED SPRING 2021

Road Name (Town Highway #)	
BALLOU HILL ROAD (TH 26):	FROM ROUTE 9 TO LAKE RAPONDA RD.
BOYD HILL ROAD (TH 34):	FROM CASTLE HILL RD TO RT 100 SOUTH FROM RT 100 SOUTH TO CASTLE HILL RD
CASTLE HILL ROAD (TH 33 S):	FROM END OF PAVED PORTION TO END OF RD
CHIMNEY HILL ROADS:	FROM RT 9 TO ALL CHIMNEY HILL RDS.
FAIRVIEW AVENUE (TH 32):	FROM END OF PAVED PORTION TO END OF RD
LAKE RAPONDA ROAD (TH 4):	FROM RT 9 TO HIGLEY HILL RD. FROM HIGLEY HILL RD. TO RT 9
LOOK ROAD (TH 6):	ALL
NEW ENGLAND POWER RD (TH 31):	ALL
OLD ARK ROAD (TH 14):	ALL
OLD STAGE ROAD (TH 25N):	ALL
SHEARER HILL ROAD (TH 40):	FROM RT 9 TO WHITINGHAM & MARLBORO TOWN LINES FROM MARLBORO TOWN LINE TO RT 9 FROM WHITINGHAM TOWN LINE TO RT 9
SMITH ROAD (TH 15):, OLD TOWN ROAD (TH 75):, HAYNES ROAD (TH 17):	FROM EAST DOVER RD. TO HIGLEY HILL RD. FROM HIGLEY HILL RD. TO EAST DOVER RD.
SUN AND SKI ROAD (TH 68-67): AND HALL ROAD (TH 27):	ALL
WEST LAKE ROAD (TH 71):	ALL
WHITE'S ROAD (TH 23):	FROM RT 9 TO STOWE HILL RD. FROM STOWE HILL RD. TO RT 9
WOFFENDEN ROAD (TH 24):	ALL
WOODS ROAD (TH 30):	ALL

In accordance with Title 19, Vermont Statutes Annotated, Sections 1109-1110, and the rule made and promulgated by the State Transportation Board and administered by the Agency of Transportation, in accordance with Section 12 of Act No. 246 of 1990, the attached Road Posting notice was filed with the Wilmington Selectboard on March 9, 2021 and posted on March 11, 2021 at: Town Office Bulletin Board, Police Department, C & S Beverage and Dairy Store.

Attest: _____
Jessica DeFrancesco, Administrative Assistant

cc: **Wilmington Police Department
Sheldon Brassor, Highway Superintendent**

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

_____ of _____ Fiscal Year _____ Begin _____ End _____

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	\$
Class 2	\$
Class 3	\$
Town Tax Funds – 19 V.S.A. Section 307	\$
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$
Non-Winter Maintenance	\$
Major Construction Projects	
a.	\$
b.	\$
c.	\$
TOTAL	\$

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)
(page 2)

We, the Legislative Body of the Municipality of _____ certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____

District Transportation Administrator

SELECTBOARD RE-APPOINTMENT LIST

Terms expire APRIL 1, 2021

The following have replied they are willing to be re-appointed

<u>POSITION</u>	<u>INCUMBENT/Term yrs</u>
Tree Warden -----	Fred Skwirut/1
Energy Coordinator -----	Chuck Clerici/1
Surveyor of Wood & Shingles -----	Fred Skwirut/1
Green Up Co-Chair -----	Kathryn Larsen/1
Green Up Co-Chair -----	Rebecca Sweeney/1
Windham County Solid Waste District Supervisor Board -----	Merrill Mundell/1
Windham Regional Commission Rep -----	Mike Tuller/1
	Ann Manwaring/1
Planning -----	John Lebron/4
Senior Solutions -----	Geri Kogut/1
DRB -----	Charles Foster/3
	Cheryl LaFlamme/3
Planning Commission -----	Meg Staloff/4
Trails Committee -----	Jake White/4
Old Home Week -----	Nicki Steel
	DJ Boyd
	Scott Olmstead
	Mary Genella
	Julie Moore
	Deb Boyd
	Carl Swanson
	Stacie Brooks
	Barker Willard
Public Safety Facility Committee -----	Chuck Clerici
	Matt Murano
	Scott Moore
	Melanie Lopex
	Dennis Richter
	Jeremy White

The following do NOT wish to be re-appointed

Trails Committee ----- Tim Hunt



VERMONT DEPARTMENT OF PUBLIC SAFETY DIVISION OF FIRE SAFETY

Office of the State Fire Marshal, State Fire Academy and State HAZMAT Team

www.firesafety.vermont.gov



CONSTRUCTION PERMIT APPLICATION

Please fill out this permit application as completely as possible based on the scope of this project. Plans are reviewed in the order they are received. Please refer to Section B for information that is required as this will expedite the review process.

Have you consulted with a Fire Marshal regarding this project? No Yes/Name _____

Section A - Building Location and Ownership Information

Building Name	_____			
Building Address	_____			
	911 Number / Street	City	State	Zip
Building Owner	_____			
Address	_____			
	Mailing Address	City	State	Zip
Phone	_____	E-mail	_____	

Section B - Project Type

Check all that apply: (plans are required for most projects)

- New Building** - Construction of a new building. (Please complete all sections including Section **G**)
- Addition** - An increase in the building area, aggregate floor area, building height, or number of stories of an existing structure. (Please complete all sections including Section **G**)
- Reconstruction** - The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained. (Please complete all sections. Projects over \$200K shall complete Section **G**)
- Modification** - The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment. (Please complete all sections. Projects over \$200K shall complete Section **G**)
- Renovation** - The replacement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within. (Please complete all sections. Projects over \$200K shall complete Section **G**)
- Change of Occupancy / Change of Use** - Check this box if any of the above work includes a change of use or change of occupancy. (Please complete all sections including Section **G**)
- Demolition** - The partial or complete demolition of any public building.

This section for office use only

Structure ID	Work Item ID	Received Date	Reviewer	
Check From	Check #	Check Amount	Event ID	Date Permitted

Section C - Description / Scope of Work

Please provide a description of the work being performed, and any proposed occupancy or use changes. Attach additional pages as necessary to sufficiently describe the work.

Section D - Building Construction, Use, and Protection Information

This section is intended to establish general information only. Additional information may be required in the form of a code analysis as specified in section G of this application or as requested.

Construction type of the building - Choose one

- | | |
|---|---|
| Type 5B - V(000) Unprotected Wood frame | Type 5A - V(111) Protected Wood frame |
| Type 4 - IV(2HH) Masonry Ext / Heavy Timber Int (Post and beam structures are usually 5B) | |
| Type 3B - III(200) Masonry Ext / Wood frame Int | Type 3A - III(211) Masonry Ext / Wood frame Int |
| Type 2B - II(000) Unprotected Noncombustible | Type 2A - II(111) Protected Noncombustible |
| Type 1B - II(222) Protected Noncombustible | Type 1A - I(442) Protected Noncombustible |
| | Type 1A - I(332) Protected Noncombustible |

Additional Building Information

Occupancy Classification(s) _____

Area of largest story _____ SF + _____ SF = _____ SF
Existing New or Addition Total SF of Largest Story

Total area of all stories _____ SF Number of stories _____ Height _____ ft

Total basement area _____ SF Other _____

Comments _____

Fire and Life Safety Systems - New or modified as part of this project

	Install/Add Smoke Alarms	Install/Add Carbon Monoxide Alarms
Single Station Alarms		
Fire Alarm System	New system Modifying Existing	Other _____
Sprinkler System	New system Modifying Existing	Other _____
Standpipes	New system Modifying Existing	Other _____
Commercial Kitchen Hood	New system Modifying Existing	Other _____
Hood Suppression	New system Modifying Existing	Other _____
Emergency Generator	New Modifying Existing	Other _____
Elevator / Other Conveyance	New Modifying Existing	Other _____
Other Systems / Comments	_____	

Indicate below if this building is historically significant and provide documentation

- Listed on the National Register of Historic Places
- Listed on the State Register of Historic Places
- Historically significant as determined by the Vermont Advisory Council on Historic Preservation

Section E - Project Valuation and Fee Calculations

<p>The Permit Fee is based on the total valuation of new construction or rehabilitation work for which the permit is being obtained.</p> <p>Electrical, Plumbing and Elevator trades must file a work notice in addition to certifying the valuation of the work as part of this permit.</p> <p>For projects involving volunteer labor and donated material, the valuation of construction work is based on the value of the volunteer labor as well as the donated materials when calculating the permit fee.</p>	a. Site Work / Demolition	\$
	b. Valuation of Building Construction	\$
	c. Fixed Equipment	\$
	d. Electrical	\$
	e. Plumbing	\$
	f. Elevator or Other Conveyance	\$
	g. Heating, Ventilation, Air Cond.	\$
	h. Consulting / Design Services	\$
	i. Other	\$
	j. Sprinkler System	SEPARATE PERMIT
	k. Other Fire Suppression Systems	SEPARATE PERMIT
l. Fire Alarm System	SEPARATE PERMIT	
m. Private Main Underground Piping	SEPARATE PERMIT	
TOTAL PROJECT VALUATION		\$

Fee is \$8.00 per \$1000 of total project valuation
Calculate fee by multiplying TOTAL PROJECT VALUATION by 0.008

There is a \$50 Minimum Fee
This line is for the fee as calculated or \$50 whichever is greater

\$

***** Please make all checks payable to the Department of Public Safety *****

All sections are required to be filled out completely and shall be typed or printed legibly

Section F - Project Specific Contacts

Applicant

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Contractor

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Architect / Designer

VT Lic No. _____

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Primary Engineer

VT Lic No. _____

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Section G - Submittal Checklist

Project type selected below shall correspond to the type(s) selected in section B. All corresponding boxes shall be checked to verify you have a complete submittal. Any section or checkbox left blank without an explanation could result in the application being returned. Explanation of excluded items shall be submitted on a separate page.

Required plans and documents ** Shall be submitted via hard copy and electronically *	New Construction / Addition	Reconstruction / Modification	Change of Occupancy / Use ONLY	Renovation
1) Completed Permit Application Including this Checklist				
2) Completed Code Analysis				
Code analysis shall include at a minimum: ● Codes that were followed and the year shall be consistent with those adopted by the VT Fire and Building Safety Code ● Occupancy classifications per NFPA and IBC ● Occupant loads and calculations per NFPA ● Construction type per NFPA and IBC ● Number of stories proposed and allowed per NFPA and IBC including calculations for any increases, and overall height per IBC ● All applicable building areas proposed and allowed per IBC including calculations for any increases ● Proposed and required fire protection systems, including fire alarm, sprinkler, clean agent, etc. and the code sections requiring such ● Egress requirements per NFPA 101 including diagrams ● Required fire and smoke separations ● ADA requirements				
3) Site Plan				
Site plan, drawn to scale, shall include at a minimum: ● Existing and proposed conditions ● Fire department access ● Dimensions including fire separation distances per IBC ● ADA requirements including parking and access ● North Arrow				
4) Architectural Plans and Specifications				
Architectural plans, drawn to scale, shall include at a minimum: ● Room space uses / names ● Full dimensions, detail references ● UL rating for required fire/smoke barriers ● Stair, handrails, and guard details ● Door and window schedules to include location, sizes, door ratings, materials, door hardware ● ADA details including bathrooms, door approach, etc. (Refer to Licensed Design Professionals Chart to determine when projects require stamped plans)				
5) Structural Plans and Specifications		N/A		
Structural and framing plans shall include at a minimum: ● Design loads and material designs ● Structural framing plans showing sizes, materials, spacing, spans, location & size of columns ● list reference material used as the basis of design (i.e. wood I joist manuals, etc.), Statement of Special Inspections, Basis of design				
6) Plumbing Plans and Specifications		N/A		
Include fixture schedules ● schedule & list of materials ● ADA requirements				
7) Mechanical Plans and Specifications		N/A		
Include duct layouts ● sizes, supply, return, exhaust, equipment locations ● fire / smoke damper locations and ratings				
8) Electrical Plans and Specifications		N/A		
Include lighting & power plans ● Outlet and switch details and locations ● Emergency lighting and exit path plan				

General Information

- As defined by State Statute Title 20; Chapter 173 § 2730 public buildings include most buildings, except for owner occupied single family dwellings, accessory dwellings, registered home daycares, and some buildings on working farms. Refer to the statute for a complete definition
- A construction permit from this office is required for any work conducted on or within a public building as defined above.
- Required plan submittal shall be via hard copy and electronic formats: (Email submittals are not accepted at this time)
Paper: 1 set; printed to scale and mechanically fastened together ~ Electronic: 1 set, PDF format only, on CD or DVD.
- Division of Fire Safety Construction Permits are required in addition to any other State or Town permits.
- In addition to this construction permit, separate permits, work notices, and/or submittals are required for all of the following: Electrical work, Plumbing Work, Fire Alarm Systems, Sprinkler Systems, Sprinkler System Underground Piping, Commercial Kitchen Hoods, Chemical Suppression Systems, Tanks, Elevators and other conveyances, Temporary structures and tents in excess of 1200 square feet, etc. A complete list of permit requirements can be found on our website at www.firesafety.vermont.gov.
- Construction shall not commence until a review is conducted and you receive a permit, or, other written notification back from the Division of Fire safety allowing you to proceed.

I hereby attest by my signature under 13 V.S.A. 3016 (filing a false claim with a Department or Agency of the State) that I am the owner or owner's designated representative and that the information contained within this form is correct and accurate to the best of my knowledge:

Signature of Applicant: _____ **Date:** _____

Return this completed form with all required fees, plans, and supplemental information to the appropriate regional office

Barre Regional Office
1311 US Rte 302, Ste 500
Barre, VT 05641
Phone: (802) 479-4434

Rutland Regional Office
56 Howe Street, Bldg A, Ste 200
Rutland, VT 05701
Phone: (802) 786-5867

Springfield Regional Office
100 Mineral Street, Ste 307
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