

**Town of North Hero  
Building Permit Requirements.**

**Please read and sign**

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All applications will be returned to the applicant if the following is required:

1. Board of Adjustment approval for:
  - a) Change of Use or Change of Conditional Use
  - b) Setback variance
  - c) Pre-existing nonconforming small lot
  - d) All lots on Butler Island
  
2. State water supply and wastewater permits.

Application for obtaining any required water supply and wastewater disposal permit is the sole responsibility of the landowner or applicant and must be done before any construction permit can be issued. To obtain more information, or to determine whether a permit is or is not required, contact the Agency of Natural Resources, Department of Environmental Conservation, and Wastewater Management Division (district 6) at (802) 879-5656.

After receiving the required permits, you may then re-file your Building Permit application.

Applications may also be returned if the following required information is not submitted:

1. A plot plan (map) showing all lot dimensions, easements, rights of way, and elevations
2. Dimensions and location of all existing and proposed structures. A drawing, or drawings of the proposed structure including floor plans, height and dimensions is required.
3. Distances from all property lines to all structures, also distances from any wetlands, rivers, streams or lakeshore ( measuring to top of bank).
4. For lakefront properties, indicate the elevation of the lowest floor level, which is the basement floor level, if there is a basement.
5. For additions, indicate existing and proposed areas to be added, with all dimensions and floor plans. Indicate number of stories.
6. Town or State driveway permits, if applicable, on new construction or new subdivisions
7. State permits are required for all rental units, please contact the Clerk for details.

If you require any help with the application, please call the Zoning Administrator at (802) 372-8375 after 4:30 PM, or call the office at (802) 372-6926 Monday through Thursday between 9AM and 4:30 PM.

If your application is returned, we will send you the applicable local Board of Adjustment application and requirements. You will also be notified of the first hearing date that is available to you and the date the hearing will be warned. This is the date by which we must have your BOA application and information.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_