



Town of West Windsor

Do I Need a Permit?

The Town of West Windsor requires a Zoning Permit for various land development activities that include:

- New buildings
- New accessory structures or additions
- Porches, decks and other above ground structures (**'temporary' pole frame tarp sheds need permits**)
- Ponds and swimming pools
- Accessory apartments
- Substantially changes or expands the use or type of use
- Signs
- Driveways

A Zoning Permit is not required for:

- Fences less than 5' in height
- Accessory structures, such as a shed, tree house, doghouse or similar structure with a gross square footage of less than 120 square feet, but that still meet the setback requirements
- Interior renovations that do not increase the gross floor area or add additional bedrooms
- Exterior maintenance such as roof and window replacement, painting
- At grade patios

If you are unsure if you need a permit, please contact the Zoning Administrator 802 484-3520 or zoning@westwindsorvt.org.

What do I have to submit with a permit application?

A sketch plan is required. Much of the requested information is available on aerial photos like google maps. Using the aerial photo as a base, you can add any of the following that is needed. A sample sketch plan can be found on the Town website.

- The actual shape, proportions, dimensions, and location of the lot with evidence that either actual corners of the lot are known and established on the ground, or property lines resulting from common usage identifiable on the ground and mutually agreed upon by abutting landowners
- The shape, size, and location of all structures to be erected, altered, or moved, and of any significant structure already existing on the lot
- Floor plans and elevations if the structure is a single-family dwelling

What happens if I don't get a permit?

If a project is done without obtaining the required permits, the property owner or applicant may:

- Be required to do costly repairs to bring the property into compliance
- Need to remove the work to gain compliance
- Pay an increased permit application fee
- Have difficulty obtaining a Certificate of Compliance when selling your property

How much does a permit cost?

It varies. Fees are calculated based on the plans submitted. Contact the Zoning Administrator for an estimate if one is desired prior to submitting an application. The fee schedule can be found on the Town website.

What is a setback?

It is the distance between the vertical face of a structure and either a property line or the top of a stream bank. The vertical face can be either an exterior wall or post. These distances will vary depending on which zoning district your property is located within and the type of structure you are building or expanding.

When is a Certificate of Occupancy (CO) required?

All building permits in West Windsor require a CO. Permits that created a space that is to be heated or cooled require a Commercial or Residential Energy Building Standards certificate, CBES or RBES, before a CO can be issued. https://publicservice.vermont.gov/energy_efficiency/rbes Use of a structure without a CO can be a zoning violation. To have a CO issued requires an inspection of the structure by the Zoning Administrator when the structure is substantially complete.

Are all Zoning Permits the same?

Depending on the project's location size and use, there may be different applications or combinations of reviews for the project. There are Permitted and Conditional Uses, Site Plan and Flood Hazard Reviews and Subdivision applications. It is best to check with the Zoning Administrator to determine which applications('s) and type of review will be required for your project.

Can I build as soon as I obtain a permit?

Be advised, State law allows a 15 day (administrative permit) or 30 day (DRB decision) appeal period after a permit is issued before it becomes effective. During that time an interested party may appeal your permit. Construction during that period could be compromised by an appeal.

Do I need a permit from the State?

Possibly, please check with the [State Permit Specialist for District 2](#) who can advise you of all the necessary State permits for your project by issuing a Project Review Sheet.