



How to Apply for a Zoning Permit

The Town of Hinesburg requires a Zoning Permit for various land development activities that include: new buildings; new accessory structures or additions that are over 100 square feet; porches, decks and other above ground structures; ponds and swimming pools; accessory apartments; substantially changes or expands the use or type of use of a structure; and signs.

A Zoning Permit is not required for: fences less than 8' in height; accessory structures, such as a shed, tree house, doghouse or similar structure with a gross square footage of 100 square feet or less, 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; and at grade patios.

If you are unsure if you need a permit, please contact us. Contact information for the Zoning Administrator and other Planning & Zoning Department staff is available on the Town website (www.hinesburg.org).

What do I have to submit with a permit application?

- 1) A completed application, signed by landowner and applicant (if applicable).
- 2) A site plan. We recommend sketching on an aerial photo base. Using the aerial photograph as a base, you can add the following as needed: the shape, size, and location of all structures (existing and proposed); distance to property lines and water bodies; etc. We are happy to work with you to prepare a site plan using our in-house mapping software. Alternatively, you can craft a site plan yourself using Google Maps, Google Earth, or the VT Natural Resources Atlas (<https://anr.vermont.gov/maps/nr-atlas>).
- 3) Floor plans and elevations - especially if the structure is a new single-family dwelling.
- 4) The permit fee.
- 5) Evidence of a State Wastewater and Water Supply Permit – typically for new residential dwellings, but also for adding a bedroom.

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.

How long does it take to get a permit?

According to State Law, the Zoning Administrator has 30 days to approve the application. That being said, we are usually much quicker than that, usually within a week or two, especially if the application is complete.

Can I build as soon as I get the permit?

No. There is a 15-day appeal period after the permit is approved. Wait until after the appeal period ends.

How long is the permit good for?

Permits are valid for one year. They may be renewed for a second year for a modest fee. As long as there is proof that construction has commenced, they may even be renewed for a third year for a modest fee.

What is a setback?

It is the distance between the vertical face of a structure and the road right of way (front), property line (side and rear), or the top of a stream bank or water body. 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. We can clarify the minimum setbacks for your project.

What is my Zoning District?

See the town-wide zoning district map on the Town website (<https://www.hinesburg.org/regulations.html>) to figure out which district you are in. Contact us if you're unsure.

When is a Certificate of Occupancy (CO) required?

All building permits in Hinesburg require a CO. Permits that created finished floor area also require either a Commercial or Residential Energy Building Standards certificate, CBES or RBES, before a CO can be issued. 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. There is no fee for a CO.

Still need help?

We are happy to assist! Contact information for the Zoning Administrator and other Planning & Zoning Department staff is available on the Town website (www.hinesburg.org).