

Permit Search

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How do I find my Wastewater System or Potable Water Supply permit?

Knowing if your lot has a Town or State permit for the potable water supply (well) or wastewater system (septic system) and [understanding the conditions of the permit](#) is important. Record Drawings, drawings showing where a well and septic system were constructed, may be available and may help you locate important components and areas associated with your septic system that should not be disturbed.

Not all lots will have a permit, either because the lot did not require a permit, or the lot required a permit but the landowner did not obtain the permit. Therefore, conducting a search for a permit may not result in finding a permit for a lot.

Many Towns issued permits prior to July 1, 2007. Your Town Planning and Zoning Office may have a septic system and well permit on file. The Town may also have the information needed to use the State on-line permit search tool such as previous landowner's names who may have obtained a permit.

Colchester and Charlotte administer State Rules and continue to issue permits. If you live in the Towns of Colchester or Charlotte, your Town Planning and Zoning Office will assist you in locating a permit.

How do I locate a permit for my lot?

People can search for a State permit using the Regional Office Permit Search <https://anrweb.vt.gov/DEC/WWDocs/Default.aspx>. The information that can be used to search for a permit include: Permit Number, Town, Landowner/Applicant, and Street/Road. The permit search is searching hundreds of thousands of permits in our data base beginning September 18, 1969 and some of the information in the data base does not include the Street/Road. Therefore, when using the permit search, it is often best to begin by entering the least amount of information. After clicking on the 'Search' button, be patient, it may take a while for information to be pulled into view.

Search Hints:

When the permit number is known, enter only the permit number and hit search.

It is best to use the landowner who owned the lot at the time a permit was issued and the town to narrow the search. A suggestion is only use the landowner's last name and do not include a first name or initials.

Permits may have been issued to a prior landowner, including the developer, of the lot or parcel that was divided into lots. Contact your Town Office to identify prior owner names. Providing the SPAN for your lot, that can be found on your tax bill, will help with the search.

Permit Search

If the landowner/Applicant is not known, insert only the town and street/road. Note, "Street/Road" for a lot may not be the street or road in the Wastewater Regional Office Project Database. Also, the data base may not have a street or road for older permits, or the street or road was proposed at the time of the permit so the street or road did not have a name when the permit was issued. The Street name may have also changed.

It may be possible to use just a portion of a landowner or street name. For example, if you are searching for "Mount Mansfield Company" or "Mansfield Road", identify the town and type in "Mansfield" in the appropriate box so that a larger number of possible permits are displayed.

If a permit is not found, search by the town and either scroll through the list, that may be several pages long, or press CTRL-F to active your browser's on-the-page search tool. go to "Edit" at the top of the page and click on "Find on this page" to search by a word or phrase; or hit CTRL-F to active your browser's search tool to search by a word or phrase.

Note: Very old permits and unnumbered permits will not show up. If no information is found, please contact the appropriate [Regional Office](#).

What if I do not find a permit for my lot?

Lots may not have a State or Town permit for the septic system or well. The following are possible reasons:

- The lot was created prior to September 18, 1969 and a permit was not needed to construct a single-family residence on the lot until July 1, 2007.
- The lot was greater than 10 acres in size and in existence prior to June 14, 2002 and a permit was not needed to construct a single-family residence on the lot until July 1, 2007.
- Subdivision of the lot or construction of a building or structure or campground on the lot occurred prior to January 1, 2007.

It is possible the Town will have information on file. Gather as much information as possible, such as prior landowners and dates of construction of the building, and seek assistance from the Town Clerk.

If you still cannot find information, contact the Regional Office where the property is located with the above information. Information may exist in the State's 'town' file or on microfilm.

The Towns of Colchester and Charlotte are delegated municipalities meaning these towns administer the permitting program. Contact the Town Planning Office when searching for a permit in these towns.

What if my lot required a permit and does not have one?

The [Wastewater System and Potable Water Supply Rules](#) (Rules) have a provision called "clean slate" which states that any lot and the improvements on the lot completed prior to January 1, 2007 is exempt. A permit for an exempt lot is required when an action that requires a permit is taken or is to be taken on or after January 1, 2007. A document titled: [Do I need a Permit?](#), provides guidance.

Different permit numbers and names.

The permitting of lots began September 18, 1969 and over the years the permit names and numbering systems changed. The following is a list of possible permit names and numbers a person may find associated with their lot.

Permit Search

Lot or Building Requiring an Act 250 Permit

6/1974 to 10/1986 – Act 250 Number: #Letter##### (example, 4C0000)

Subdivision of Land

9/18/1969 to 1/1974 – Health Subdivision Permit or Subdivision Permit: EC-## or EC-###

1/1974 to 6/1974 – Subdivision Permit: EC-#####

6/1974 to 3/1978 – Certification of Compliance: EC-#####

3/1978 to 1/1987 – Land Use Permit: EC-#####

1/1987 to 11/2002 – Subdivision Permit or Potable Water Supply and Wastewater System Permit: EC-#####

11/2002 to Present – Wastewater System and Potable Water Supply Permit: WW-#####

Creating a Lot of Less than 10 acres to Remain Undeveloped

9/18/1969 – 3/1974 – Deferral of Permit: D-### or D-####

3/1974 – 6/2002 – Deferral of Permit: DE-#####

6/2002 – Present – Wastewater System and Potable Water Supply Permit: WW-#####

Construction of Buildings other than a Single-Family Residence

9/18/1969 to 4/1974 – No Number, permit issued to lot owner

4/1974 to 3/1978 – Certification of Compliance: PB-#####

3/1978 to 10/1986 – Land Use Permit: PB-#####

10/1986 to 8/1988 – Public Building Permit: PB-#####

8/1988 to Present – Wastewater System and Potable Water Supply Permit: WW-#####

Campgrounds, also Tent and Travel Trailer

10/1977 to 6/2002 – Certification of Compliance, Land Use Permit, Tent and Trailer Permit, Campground Permit, Water & Wastewater Disposal Permit, Water Supply and Wastewater Disposal Permit, Wastewater System and Potable Water Supply Permit: TT-#####

6/2002 to Present – Wastewater System and Potable Water Supply Permit: WW-#####

Mobile Home Parks

7/1974 to 6/2002 – Certification of Compliance or Mobile Home Park Permit: MH-#####

6/2002 to Present – Wastewater System and Potable Water Supply Permit: WW-#####