



CODE ENFORCEMENT OFFICE
 645A Pine St, PO Box 849
 Burlington, VT 05402-0849
VOICE (802) 863-0442
 FAX: (802) 652-4221

VACANT BUILDING PERMIT APPLICATION

Date _____

Instructions: Please complete in ink. The completed application must be signed and submitted to our office within 10 days of receipt.

I. Identification

Building Address: _____

Owner Name: _____

Mailing Address: _____ Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Date of Birth: _____ Military Service Status (check one): Active _____ Inactive _____

Co-Owner Name: _____

Mailing Address: _____ Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Date of Birth: _____ Military Service Status (check one): Active _____ Inactive _____

Registered Agent for Service of Process: _____

Address/City/State/Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Date of Birth: _____ Military Service Status (check one): Active _____ Inactive _____

Contractor: _____

Street Address/City/State/Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Date of Birth: _____ Military Service Status (check one): Active _____ Inactive _____

Additional Contact Person: _____

Street Address/City/State/Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Date of Birth: _____ Military Service Status (check one): Active _____ Inactive _____

Information available in alternative media forms for people with disabilities.
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II. Main Use of Building (i.e., Single-family home, office, residential, parking, restaurant, etc.)

Most recent use: _____ No. of dwelling units: _____
Proposed use: _____ No. of dwelling units: _____

III. Maintenance

Date of vacancy: _____

Approximate end date of vacancy: _____

Plan & timeline for lawful occupancy, rehabilitation, removal or demolition
(attach additional sheets if needed):

Initial & Continuing Obligations – Please state if you have taken the following actions:

Removed all combustible waste and refuse from the structure (Y/N) _____

Removed all waste, rubbish, debris or excessive vegetation from the yards surrounding the building or structure (Y/N) _____

Locked, barricaded or secured all doors, windows or other openings (Y/N) _____

Complied with any vacant building orders issued in the time required (Y/N) _____

Maintenance Plan – Vacant buildings and structures must meet vacant building maintenance standards. This plan is to assure the Code Office that the continuing obligations and the vacant building maintenance standards will be met throughout the duration of the vacancy. Please indicate how you intend to comply with the ordinance (§§ 8-46 & 8-47(e)) throughout the next three (3) months of vacancy.

Basic Obligations: HOW will you ensure that all combustible waste and refuse in the structure and all waste, rubbish, debris or excessive vegetation the yards surrounding the building or structure are immediately removed; all doors, windows or other openings are continuously locked, barricaded or secured; all vacant building orders are in compliance with in the time required?

Building Openings: HOW will you ensure that doors, windows, areaways and other openings are weather-tight and secured against entry by birds, vermin, and trespassers and free from graffiti? (Note: missing or broken doors, windows, and other such openings must be covered by glass or other rigid *transparent* materials):

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Roofs: **HOW will you ensure** that the roof and flashings are sound and tight, not admit moisture or have defects the might admit moisture, rain or roof drainage, and allow for drainage?

Drainage: **HOW will you ensure** that the storm drainage system is functional, is installed in an approved manner, and allows discharge in an approved manner?

Building Structure: **HOW will you ensure** that the building is maintained in good repair, structurally sound and free from debris, rubbish, and garbage? The building must be sanitary. It must not pose a threat to public health and safety.

Structural Members: **HOW will you ensure** that the structural members are free of deterioration and capable of safely bearing imposed dead and live loads?

Foundation Walls: **HOW will you ensure** that the foundation walls are maintained, are structurally sound and in a sanitary condition? The foundation must be free from cracks, breaks, leaks and graffiti. The foundation must be capable of supporting necessary loads and must be animal and rat-proof.

Exterior Walls: **HOW will you ensure** that the exterior walls are free of graffiti, holes, breaks, and loose or rotting materials? Exposed metal, wood, or other surfaces must be protected from the elements and against decay, corrosion or rust.

Decorative Features: **HOW will you ensure** that all decorative features are free from graffiti, kept in good repair and maintained in a safe and anchored condition? Exposed metal, wood, or other surfaces must be protected from the elements and against decay, corrosion or rust.

Overhanging Extensions: **HOW will you ensure** that all balconies, canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar features are free from graffiti, kept in good repair and maintained in a safe, anchored condition? Exposed metal, wood, or other surfaces must be protected from the elements and against decay, corrosion or rust.

Chimneys and Towers: **HOW will you ensure** that chimneys, cooling towers, smokestacks, and similar appurtenances are free from graffiti, maintained structurally safe and in good repair? Exposed metal, wood, or other surfaces must be protected from the elements and against decay, corrosion or rust.

Walkways: **HOW will you ensure** that walkways are maintained safe for pedestrian travel?

Accessory and Appurtenant Structures: **HOW will you ensure** that accessory and appurtenant structures such as garages, sheds, and fences are maintained free from safety, health, and fire hazards and comply with all applicable vacant building maintenance standards?

Premises: **HOW will you ensure** that the premises upon which the structure or building is located are kept clean, safe, and sanitary? The premises must be kept free from waste, rubbish, debris, and excessive vegetation.

Authorized Persons - Please list all persons authorized to be present on the premises below and on the attached Trespass Notice. In addition, please sign the attached Trespass Notice, authorizing the arrest for trespass of individuals not on the list (attach additional sheets if necessary):

***Note: Completion and submission of the attached notice of trespass form is required.**

IV. Fee

Please attach \$500.00 fee with the application even if applying for a waiver. If you are granted a waiver, \$425 will be returned. Sufficient evidence must be provided. Incomplete requests will not be considered.

FEE WAIVER INFORMATION:

Pursuant to § 8-47(f), \$425 of this fee is waived upon a showing that:

1) the building is being actively marketed for sale or lease and is being maintained pursuant to maintenance standards and other obligations of the ordinance (*This waiver is limited to 8 permit periods (24 months.)*)

or

(2) the building is being rehabilitated pursuant to all required and applicable city permits and the owner has spent at least 5% of the assessed value of the building or structure on rehabilitation, not including the cost of permits, in the prior 3 month period.

or

(3) the property owner has secured all duly required state and local demolition permits. (*This waiver is limited to a period within 3 months of securing of the demolition permits.*)

A. Marketing for Sale or Lease & Maintenance

This waiver requires that you maintain the structure or building according to the standards and obligations of the law and provide the information related to marketing for sale or lease.

Please submit the following:

- Documentary proof of continuous marketing for the sale or lease of the building or structure
- Documentary proof that the building or structure is publicly available and viewable for sale or lease to prospective buyers or lessees until it is under contract
- Documentary proof of the asking price for the property

B. Rehabilitation

This waiver requires you to provide information showing that the structure or building is being rehabilitated under all applicable permits (zoning, building, fire) and that you have spent at least 5% of the assessed value of the building or structure on the rehabilitation, not

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counting the cost of permits, in the 3 months prior to this application. Please provide the following:

- the current assessed value of the building: _____
- the building, fire and zoning permit numbers for this rehabilitation work:

- Please submit copies of bills detailing the cost of rehabilitation in the past 3 months.

C. Demolition

This waiver requires you to have secured all the required state and local permits to demolish the building or structure. Demolition must occur within 3 months of securing the permits; this waiver is void and the full permit fee is owed if the demolition does not occur within this time. A request for an extension of the 3 month demolition requirement must be submitted in writing; the request must demonstrate that the extension is needed for good cause.

Please provide a copy of each demolition permit or provide the following information: the permitting authority (i.e. building), permit number, date issued, expiration date, and all conditions for each demolition permit you have secured.

V. Variances

Owners may appeal Code Enforcement decisions (i.e. orders or waiver determinations) or seek a variance from the provisions of the Vacant Building Ordinance. Appeals or variance requests must be made in writing within 10 days of the Code action. Appeals must explain the reasons why the owner is appealing. Variance requests must explain the circumstances or conditions that make strict compliance unusually difficult, unduly expensive, or would create an undue hardship and state the specific relief requested.

Appeals and variance requests must be submitted to the Public Works Commission, c/o Norm Baldwin, 645A Pine St., Burlington, VT.. You may contact the Department of Public Works Customer Service at (802) 863-9094 for more information.

VI. Applicant Signature

Please sign the certification below:

I/We, _____, do hereby swear and certify that the information provided in this application is true and accurate to the best of my knowledge.	
_____ Owner/Agent Signature	_____ Date