



## PERMITTING & INSPECTIONS

645 Pine Street, Ste. A | PO Box 849  
Burlington, VT 05402-0849

Housing: (802) 863-0442  
Trades: (802) 863-9094  
Zoning: (802) 865-7188

July 6, 2020

OWNERS: PENNY THOMPSON  
132 North Champlain St  
Burlington, Vt 05401

RE: 132 North Champlain Street Burlington, Vermont

Dear Owners,

According to our records, you are the owner of record of the above-referenced property. This letter is to inform you that the Permitting and Inspections Office has received the following complaint(s) regarding this property:

Home occupation for a construction business and installation of a shed without a zoning permit.

Our office has initiated an investigation regarding the complaint(s), however, as of this date; a final determination has not been made. Should you have any information or explanation that you believe will be useful to us during our investigation, please submit it to the Permitting and Inspections Office, **in written form, within the next ten (10) business days**.

Please note, while any information from you as the property owner is useful, the investigation will occur with or without the information. This letter is intended to give you notice of the alleged complaint(s) against your property and to provide you an opportunity to explain the condition and/or refute the allegation prior to a formal determination being issued.

Should you have questions, please do not hesitate to call me at 863-0442.

Sincerely,

A handwritten signature in black ink, appearing to read "William Ward".

William Ward  
Zoning Administrative Officer  
Code Compliance and Enforcement