



BUILDING (BP)/STRUCTURAL PERMIT APPLICATION

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT TO CHAPTERS 8 CODES OF ORDINANCES (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)
www.burlingtonvt.gov/dpw

802-863-9094 x-3

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER, STREET ADDRESS & UNIT NUMBER

PROPERTY OWNER NAME

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

PERMIT TYPE (PLEASE CHECK ALL THAT APPLY)

- NEW CONSTRUCTION SINGLE FAMILY MULTIFAMILY COMMERCIAL
- REMODELING DEMOLITION ASBESTOS SIDING ROOFING FENCE
- OUT BUILDING OTHER

CONSTRUCTION PLANS MUST BE ATTACHED. SEE REVERSE SIDE

SUB-TRADES (PLEASE CHECK ALL THAT APPLY TO THIS PROJECT)

- ELECTRICAL (EP) HVAC / MECHANICAL (MP) FIRE ALARM (AL)
- PLUMBING (PP) SPRINKLER (SS) SUPPRESSION (SU)

ZONING PERMIT NUMBER HERE

DESCRIPTION OF YOUR WORK

**** CONSTRUCTION PLANS / SPECIFICATIONS REQUIRED ****

CONTRACTORS BUSINESS NAME	DATE CONSTRUCTION WORK WILL BEGIN	ESTIMATED COST OF BUILDING ONLY DO NOT INCLUDE SUBTRADES COST <div style="text-align: center; font-size: 2em; font-weight: bold;">\$</div>	
CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)	CITY/TOWN	STATE	ZIP CODE
CONTACT PERSON	TELEPHONE#	EMAIL	

APPLICATIONS MUST BE COMPLETE SIGNED AND PAID FOR PRIOR TO CONSTRUCTION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name below, I am electronically signing my application.

SIGN HERE ► _____

Signature of Owner or Authorized Representative
Title
Date

*****METHODS ON SUBMITTING APPLICATIONS MAY BE FOUND ON REVERSE SIDE *****

A CLEAN WORK SITE IS A SAFE WORK SITE.

The purpose of this permit application form is to expedite your request for the permit(s) necessary for your project. There is additional information regarding permits issued by other City departments. Please provide as much information as possible when filing out this form.

After completing this form, it will be forwarded to the inspector who will be reviewing the application, plans and processing the permit. The inspector will direct any questions to the contact person indicated on the form, and notify that individual when the permit has been issued and ready for pick-up. The pick-up area will be the DPW Customer Service desk where the applicant will be required to sign and pay the permit fees.

JOB SITE LOCATION: This is the physical address where the permitted activity is occurring. Please include unit number.

PROPERTY OWNER NAME: Name of the person or entity that actually owns the property located at the job site.

PROPERTY OWNER ADDRESS: The address of the property owner if the property owner does not occupy the property located at the job site.

PERMIT TYPE: Please check the appropriate box your project will apply too. If you check "Other", please indicate the permit type in the blank provided.

LAND-USE PERMITS: A zoning permit is required when changes take place to the structure (including change of use) or lot coverage. Contact the Planning and Zoning Department at 865-7188.

Note: Every Zoning (Land use) Permit must have a Building (life safety/structural) Permit attached. Please make note that every open permit needs to be closed by way of approved inspections by that department's discipline.

DESCRIPTION OF WORK: Describe what work you are doing in this area. Also see Construction Plans.

CONTRACTOR BUSINESS NAME AND ADDRESS: The contractor may be you or another licensed professional. If you are self-contracting, leave this section blank.

DATE CONSTRUCTION WORK WILL BEGIN: Please indicate the date that you will be on the job and starting the work.

ESTIMATED COST OF PROJECT: Estimated cost of project shall mean total time and materials (T&M) for that specific trade. **Each trade (i.e., building, electrical, plumbing, heating, etc.) will have their own ECC and when combined adds up to the grand total cost of the project.** Apply only the T&M amounts allocated to complete your trade and specific part of the project. **DO NOT include any other cost when indicating your Estimated Cost of the project.**

CONTACT PERSON: The contact person for the project is the person whom the inspectors will contact and the one who

is identified in doing the job. The telephone number is one where that person can usually be reached during normal business hours.

***CONSTRUCTION PLANS:** Supporting plans documents and specifications on how it is being built, (e.g., plan view, cross section, elevations, floor plans, etc.) respective to structural and life safety codes need to be attached. For those projects that do not require plans such as replacement windows, kitchen remodels, etc., please use descriptive language to identify what and where the work is taking place. **MAXIMUM SIZE OF CONSTRUCTION PLANS: 11"X17" OR PDF OR DISK...PLEASE!**

Professional seals must accompany those plans provided by State of VT Registered Engineers and Architects. Descriptive language for interior remodel may be acceptable.

PERMIT FEES BASED ON ESTIMATED COST OF

PROJECT: A minimum permit fee of \$30.00 (includes the \$10 recording fee) will be applied to every permit equal to and less than \$2354.00. The fee will increase at a rate of \$8.50 for every \$1,000.00 from that point thereafter. An additional \$10 recording fee will be added to those permits where a Certificate of Occupancy is required. All fees are subject to change per Vermont State Statute, Title 32 Chapter 17 §1671.

AFTER THE PERMIT IS ISSUED: Types of Inspections for your project are located in the bottom left hand corner of your blue permit copy. If you have any questions regarding the type and timing of these inspections, please contact the inspector. **Note: to avoid additional fees, fines, or legal action, do not start your project(s) without first securing your permit(s).**

YELLOW PERMIT CARD: The yellow permit card is required to be displayed so that it is in full view from the street at all times during construction. The back of the card may have a checklist for inspector's signature to include phone numbers of the inspectors that helps streamline your project in the absence of another inspector. The inspector will bring this card back to Customer Service and they will use it to close out your permits and keep it on file. **DO NOT lose this card.**

METHODS ON SUBMITTING PERMIT APPLICATIONS:

Us Mail to; Inspection Services Division, DPW, 645 Pine St, Suite A, Burlington, VT 05401, Fax: (802) 863-0466, Drop Off at above street address or Email directly at dpw-pinecustomerservice@burlingtonvt.gov

FORM OF PAYMENT: Check, credit card or cash.
Please make all checks payable to: DPW/ISD

DO NOT SEND ANY TYPE OF PAYMENT WITH THE PERMIT APPLICATIONS

DPW/ISD Customer Service

(802) 863-9094 x 3

Please contact Customer Service directly for property/permit activity and all other general questions.