



CITY OF BURLINGTON • DEPARTMENT OF PUBLIC WORKS

# CURB CUT PERMIT APPLICATION

TO BE COMPLETED IN FULL BY ALL PERSONS SEEKING AN EXCAVATION PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT TO CHAPTERS 27-29 OF THE CODE OF ORDINANCES. (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)

## IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NAME & NUMBER

ZONING PERMIT NO.

### PLANS ATTACHED

TRAFFIC CONTROL & FLAGGER INFO  
WORK ZONE & SIGNAGE LOCATION  
PERDESTRIAN DETOUR PLAN  
LANE SHIFTS

**INSURANCE INFORMATION** Insurance listing "The City of Burlington" as Certificate Holder equal to or greater than one million (\$1,000,000.00) dollars

Insurance Agents Name \_\_\_\_\_

Insurance Policy Number \_\_\_\_\_

Bonding Agency Name \_\_\_\_\_

Bond Id# & expire date on file \_\_\_\_\_ Date \_\_\_\_\_

DESCRIPTION OF YOUR WORK

CONTRACTORS / HOMEOWNERS NAME

CONST. START DATE

END DATE

ADDRESS

CITY/TOWN

STATE

ZIP CODE

CONTACT PERSON

DAY PHONE

SIGN HERE

Signature

Title

Date



*Upon completion of this form please attach all corresponding documentation and submit to the excavation officer for reviews and approvals.*

*Respective to the City Code of Ordinances Chapter 27; CURB CUT PERMITS required for person, firm, or cooperation to disturb the ground or pavement in any street, sidewalk, greenbelt or curb within the city without first obtaining a written permit from the Department of Public Works. Insurance, permit bond and plans submitted shall provide a clear and define description of the project.*

**JOB SITE LOCATION:** Please provide the street name & number where you are requesting to obstruct.

**ZONING PERMIT REQUIRED:** A zoning permit number is required for all curb cuts, without exception and a permit will not be issued without it.

**DESCRIPTION OF WORK:** This is a description of the work you expect to perform at the job site.

**CONTRACTOR / HOMEOWNER'S NAME AND ADDRESS:** Please complete this section in full.

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

**END DATE:** Please provide the date work will be complete.

**CONTACT PERSON:** The contact person for the project is the person whom the inspectors will contact directly during all times the obstruction permit is issued.

**PERMIT FEES:** A permit fee in the amount of twenty five (\$25.00) dollars is required for all curb cut permits respective to BCO Chap 27-34.

**RECEIVING A PERMIT:** Upon the inspectors review and approval meeting all applicable codes and standards in the Code of Ordinances a permit will be issued.

**REQUIRED INSPECTIONS:** The inspector will check off the appropriate boxes indicating the types of inspections required for that project. The

required inspections are shown in the left-hand corner of your permit.

**CURB CUT PERMIT MUST REMAIN ON SITE:** All city issued permits must remain on site and at all-times and readily accessible upon request. Violation of this will cause further action to be taken.

**SIGNATURE REQUIRED:** Your signature is required as part of completing the form and receiving your work permit.

**SPECIAL INSTRUCTIONS:** (reserved)

**PERMIT WALK-IN OFFICE HOURS:**

7:00 AM – 9:30 AM Monday thru Friday  
By Appointment: (802) 865-7562

**WORKING WITHOUT PERMITS:**

⇒ Working outside your permit approvals will constitute an immediate Stop Work Order on the project until compliance has been reestablished. .

⇒ Working without an permits in the City of Burlington will result in receiving a STOP WORK Order on all work taking place over City Right of Way.