



CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS  
645 Pine Street  
Burlington, VT 05401  
VOICE (802)865-7562  
FAX (802)863-0466  
TTY (802)863-0450  
[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

## CONSTRUCTION ENCUMBRANCE APPLICATION

COMPANY: \_\_\_\_\_

DBA NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LOCATION OF  
ENCUMBRANCE: \_\_\_\_\_

DATE OF ENCUMBRANCE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

Application Fee \$25.00

Total Square Feet (\$1.00 Per SF): \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

### PLEASE ATTACH:

1. Certificate of Liability Insurance with holder as the "CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".
2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.
3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.
4. Sketch, photo, or blueprint of what you are proposing.
5. Check for Total Amount Due. (\$25 Application fee + \$1 square foot)

PERMIT WILL BE ISSUED AFTER CITY COUNCIL APPROVAL. PERMIT NOT VALID UNTILL PAYMENT IS RECEIVED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Office Use Only

Amount received	_____	Date	_____	Payment info	_____	Sent to Attorneys	_____
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