



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS
WATER RESOURCES

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This is not an exhaustive list of the potential costs payable or requirements for constructing a new building in Burlington, but it should encapsulate the ones pertinent to water, wastewater and stormwater. Please note, aside from the City required zoning approvals, permits and inspections, new water and/or sewer connections may require State permits.

1. Per Burlington City Ordinance, the cost of a new water service is 100% the responsibility of the property owner and DPW Water Resources is required to install it or give permission for a contractor to do so. Edin Delahmetovic is our Field Services Manager and he will review plans and provide estimate(s) for the new service. He can be reached at edelahmetovic@burlingtonvt.gov for further discussion.
 - a. If you are ready to receive an estimate then please contact Water Resources Customer Care at 863-4501 to schedule a site visit.
2. You will also need an allocation letter from us stating we have capacity to provide both water and sewer service. This is required for most State and/or Zoning permits. You should include information about the proposed building use (i.e., residential, commercial, etc.), the number of bedrooms and bathrooms, and any proposed site plans and design flows. That request can be made here: <https://www.burlingtonvt.gov/dpw/capacity-allocation>
3. The Fire Marshal's Office is responsible for ensuring adequate Fire Department access during the planning phase of any new construction. Our office reviews construction projects for compliance with the State and local Fire and Life Safety Codes. Matthew Stone is the Fire Marshal and he can be reached at bfdfiremarshal@burlingtonvt.gov.
4. The City does not install, repair or terminate sewer laterals and/or septic systems; you will need to hire a contractor and we cannot make a recommendation on who to hire. However, we do require permitting and inspections regarding sewer laterals and connections. Caleb Manna is our Excavation Inspector and he can provide information on those costs and requirements. He can be reached at cmanna@burlingtonvt.gov.
5. There is a cost for the installation of a new meter once the project is completed. The cost varies by size and in order to size the meter appropriately we need to know the expected maximum flow demand in gpm and a fixture count. Please review our Meter Sizing guide: <https://www.burlingtonvt.gov/dpw/metering>
6. All projects disturbing more than 400 SQ of earth require a review from the Stormwater Program. James Sherrard is our Stormwater Manager and he can provide detail on whether anything in addition to the [Erosion Prevention and Sediment Control Plan Form](#) is required. He can be reached at jsherrard@burlingtonvt.gov.
7. Parcel redevelopment triggers an automatic impervious review when the project is completed. An increase in the impervious surfaces will incur charges but those are incorporated into the monthly bill sent to the property owner. We will need as built plans (preferably in an AutoCAD file) and a pdf layout that differentiates pervious vs impervious surfaces. Emily Piersiak is our Water Resources GIS Technician and she can be reached at epiersiak@burlingtonvt.gov.

8. Regarding any needed state permits, you will likely need to hire a consulting engineer/designer to fill out the permit and related documents which include a site plan, design flows and obtaining a capacity letter from the City. We cannot make a recommendation on who to hire. If you have preliminary questions about the process a good place to start would be the permit specialist <https://dec.vermont.gov/ps-essex> who may be able to answer some initial questions.
9. If your project is for an Accessory Dwelling Unit (ADU) on an existing parcel with utility service:
 - a. You will need to demonstrate that the existing house water and sewer lines have sufficient condition and capacity to handle your proposed ADU, per State requirements (2019 Environmental Protection Rules Section 1-304). Your plans remitted to the both the State and us will need to show the size and material of construction of these lines.
 - b. If you intend on gravity flowing sewer from the ADU to the main house you need to show that you can achieve required pipe slope of ¼" per foot, per the International Plumbing Code adopted by the City and State regulations. If not, then you may need to pump from the ADU to house, again provided the house sewer can handle the flow.
 - c. You will also need to check with the Fire Marshall to find out whether any protective fire infrastructure will be required at the ADU to provide life safety.
 - d. We do not provide separate water meters for ADU's unless a separate water service line and curb stop have been installed.
10. The City has also transitioned to an online review and permitting system called OpenGov. You can enter details about your project and the system will prompt you for more details and start the process for relevant permits and review. To create an account and get started in OpenGov please visit: burlingtonvt.viewpointcloud.com/

Unfortunately, there isn't just one department that manages all aspects of new projects, so I would recommend that you review the available information online to get a better sense of what might be involved from design to approval. I've included a few links below but they are not exhaustive.

- <https://www.burlingtonvt.gov/dpi>
- <https://www.burlingtonvt.gov/DPW/Connection-Requirements>
- <https://www.burlingtonvt.gov/DPW/Stormwater-Management>
- <https://www.burlingtonvt.gov/Fire/Office-of-the-City-Fire-Marshall>
- <https://www.burlingtonvt.gov/cedo/ADU>
- <https://dec.vermont.gov/water/forms/ww-systems-applications>
- <https://www.codepublishing.com/VT/Burlington/>

Please let us know if you need clarification or have additional questions.