



CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 849
 Burlington, VT 05402-0849
Phone: (802) 863-0442
 Fax: (802) 652-4221

ZONING CERTIFICATE OF OCCUPANCY REQUEST

Use this form to request a Certificate of Occupancy on completion of your project. If a copy of the zoning permit, conditions and plans are not available, call or visit the Dept of Planning and Zoning (149 Church Street; 802-865-7188) to get copies. See next page for additional required materials for submission. A Certificate of Occupancy fee is due upon submission. **Submit all materials and fee to the Code Enforcement Office.** Thank you.

Date of Request: _____ Phone: _____
 Applicant of Record: _____
 Property Address: _____
 Zoning Permit #: _____ Permit Approval Date: _____ Tax ID #: _____
 Project Description (from Zoning Permit): _____

I hereby affirm that the project located at the above Property Address is in compliance with the setbacks and dimensional requirements as indicated on approved site and/or elevation plans of the above Zoning Permit. All conditions of approval or findings of fact related to the Zoning Permit above have been met. I understand that the Certificate of Occupancy fee is non-refundable. If City officials find that the project is not in compliance with the Zoning Permit, then issuance of a Temporary Certificate of Occupancy may be required with payment of the additional fee, or enforcement action may be taken.

Current Owner of Record (print): _____
 Current Owner of Record Signature: _____

Sign and submit this form to the Code Enforcement Office WITH the following:

Required:	If Applicable:
Zoning Permit	Other Documents Required in Conditions of Approval
Conditions of Approval	Receipt for Payment of Impact Fees
Approved Site Plans and Elevations	Recording Fee (only for permits issued prior to July 1, 1998)
Certificate of Occupancy Fee (Please call the Code Enforcement Office (802-863-0442) for the amount of the fee)	

NOTES:
 Certificates of Occupancy are required in order to sell real estate. The City of Burlington will process Certificate of Occupancy requests in the order they are received. Please plan ahead and apply for a Certificate of Occupancy promptly after the project is finished to avoid further enforcement action and avoid increases in Certificate of Occupancy Fees that may occur over time. Allow time for processing. Certificate of Occupancy fees are based upon zoning permit application fees.

Code Enforcement Office will conduct an inspection and issue the Certificate of Occupancy if the project was built as permitted. If the project was not built as permitted, the Code Enforcement Office may require subsequent zoning review, or enforcement action may be taken. If the project was not fully completed and a Certificate of Occupancy is needed to close on a real estate transaction, the Code Enforcement Office may issue a Temporary Certificate of Occupancy with payment of an additional fee.