

**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC
WORKS**

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**INSPECTION SERVICES
DIVISION
TRADE INSPECTORS**

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City of Burlington HEATING UNIT CERTIFICATION

The heating unit certification program in the City of Burlington has taken effect as of January 2007. This law governed in Chapter 18 is to have all primary heating units in rental properties inspected every two years as of the abovementioned date.

In view of this, the following pages of policy and procedures have been prepared for your use. Please read carefully and should you have any questions please contact the disciplines who will serve you best. For line items:

A & B...Plumbing/Mechanical Inspector at DPW/ISD (802) 865-7560
C, D, & E...Code Enforcement (802) 863-0442

HEATING UNIT CERTIFICATION TAGS, POLICY AND PROCEDURES

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HEATING UNIT CERTIFICATION TAGS, POLICY AND PROCEDURES

The Heating Unit Certification program is primarily governed by the Minimum Housing ordinance in Chapter 18 section 18-86 of the City of Burlington Code of Ordinances. This program is officially law in January 2007, at which time the Minimum Housing Inspectors; A.K.A. Code Enforcement, will be citing those heating units that do not have the City of Burlington certification tag, and applying the letter of this law.

Heating Unit Certification Tags and Permits

Department of Public Works Inspection Services will supply the tags and issue the permits to those contactors who carry a valid State of Vermont Certification. A minimum of twenty (20) tags will be sold and at a minimum fee of \$100.00. *

- a) Photo Copy of valid State of Vermont Certifications and Licenses required with each ISD-8 permit application.
 - i. State of VT Certified Installer shall mean: Totally Qualified Person to install specific units.
- b) Permit fee is based on \$5.00 per tag.
- c) Minimum permit fee, (5x20) \$100.00 dollars.
- d) The tags are non-transferable and non-refundable.**
- e) Tag numbers will be assigned to certified contractors.
- f) Lost tags must be reported in writing immediately to the DPW/ISD Plumbing/Mechanical Inspector.
- g) Only State of Vermont certified contractors can secure the permit and tags.

*Please make checks payable to:
DPW Inspection Services Division.



Heating Unit Certification Tag Information

The Certified Contractor will punch the tag, fill in the information and place the tag on the heating unit and in clear view on front of the heating unit.

- a) DPW/ISD recommendation is to place the tag in an eye-catching place on the front area of the heating unit.
- b) The lack of any Information voids the tag and the property is in violation. Tag information required:
 - i. Property Address
 - ii. Make of Heating unit
 - iii. Model of Heating unit
 - iv. Certified Contractors Name
- c) The contractor will punch the month and year that the certification expires. An additional punch invalidates the tag and the property is in violation.

Note i) please direct all questions regarding the above information to: **Plumbing/Mechanical Inspector at (802) 865-7560**

Note ii) please direct all questions regarding Chapter 18 and the information below to: **Code Enforcement at (802) 863-0442**

City of Burlington Code of Ordinances Chapter 18-86 (c)(5)

For rental units, as defined by this chapter on and after January 1, 2007, all fuel burning heating systems shall be biennially inspected and serviced by a certified technician certifying that the system is functioning and operating in a safe manner in compliance with the standards of this section, with proof of inspection stated on a tag issued by the Department of Public Works and placed in a conspicuous place as defined by the Department of Public Works.



Heating Unit Certification Tag Verification

The heating units must be certified through this program every two years (biennially) and as governed by chapter 18 and the new tags will replace the old tags. The Housing Inspectors will verify the placement of the tag and information. **To avoid any delays, please print clearly and fill out all the information on the tag in permanent marker.** For those heating units that are in violation, the owner of the property will be held accountable to the law as prescribed in the City Code of Ordinances and Chapter 18 section 18-86 (c)(5).

Definition of heating units Chapter 18

For the purposes of enforcement, an approved heating system is a mechanism or series of mechanisms for maintaining temperatures at an acceptable level within a home or other dwelling. A heating system may be centralized or distributed. The definition of a heating system - meaning: A utility to warm a building. Synonyms: heating plant, heating, heat: An approved fuel burning heating system shall be the following approved systems:

a) A central heating system - a heating system in which air or water is heated at a central furnace and sent through the building via vents or pipes and radiators

b) Space heater - Is an appliance that warms a small area, such as one room, typically by radiant heat, and is fuel burning. Example, Gas fired space heaters would be required to be inspected as part of this provision of the ordinance (18-86(5)) Approved space heaters in each room may constitute an approved system. **A single approved space heater cannot over heat one room to maintain another at the minimum temperature.** Portable heating equipment employing a flame and heating equipment using gasoline or kerosene do not meet the standards of this chapter and are prohibited

DISCLAIMER

This Heating Unit Certification Program only supports the City of Burlington Code of Ordinances and does not preclude manufactures installation or inspections recommendations or any part thereof. Removal of this tag by unauthorized personnel places the property in violation of the City Code of Ordinances.