

DEPT OF PLANNING & ZONING
149 Church Street
Burlington, VT 05401

City of Burlington



CODE ENFORCEMENT OFFICE
645 A Pine Street, PO Box 849
Burlington, VT 05402-0849

(802) 865-7188

(802) 863-0442

ZONING CERTIFICATE OF OCCUPANCY REQUEST

INSTRUCTIONS: Copy information from the zoning permit as appropriate onto this form. If a copy of the zoning permit is not available, call or visit the Dept of Planning and Zoning (149 Church Street; 802-865-7188) for a new copy. 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 #: _____ Zone: _____

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: _____

INSTRUCTIONS: Copy information from the zoning permit as appropriate onto the request form. If a copy of the zoning permit is not available, call or visit the Department of Planning and Zoning (149 Church Street; 802-865-7188) for a new copy. A Certificate of Occupancy fee is due upon submission. Submit all materials and fee to the Code Enforcement Office at 645 Pine Street.

A Certificate of Occupancy Request **MUST** be accompanied with:

Required:

- Zoning Permit
- Conditions of Approval
- Approved Site Plans and Elevations
- Certificate of Occupancy Fee

If Applicable:

- Other Documents Required in Conditions of Approval
- Receipt for Payment of Impact Fees
- Recording Fee (only for permits issued prior to July 1, 1998)

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 allow time for processing.

Certificate of Occupancy fees are based upon zoning permit application fees. Please call the Code Enforcement Office (802-863-0442) for the amount of the Certificate of Occupancy fee.

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 built as permitted 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.