



*DEPARTMENT OF  
PERMITTING AND INSPECTIONS  
Housing Division*

# Code Enforcement Department

Adopted by City Council resolution on April 9, 2001

- Director
- Housing Manager
- Administrator
- 5 inspectors

In 2019 The City Charter was amended to create the Department of Permitting and Inspections with a Code Enforcement/Housing Division

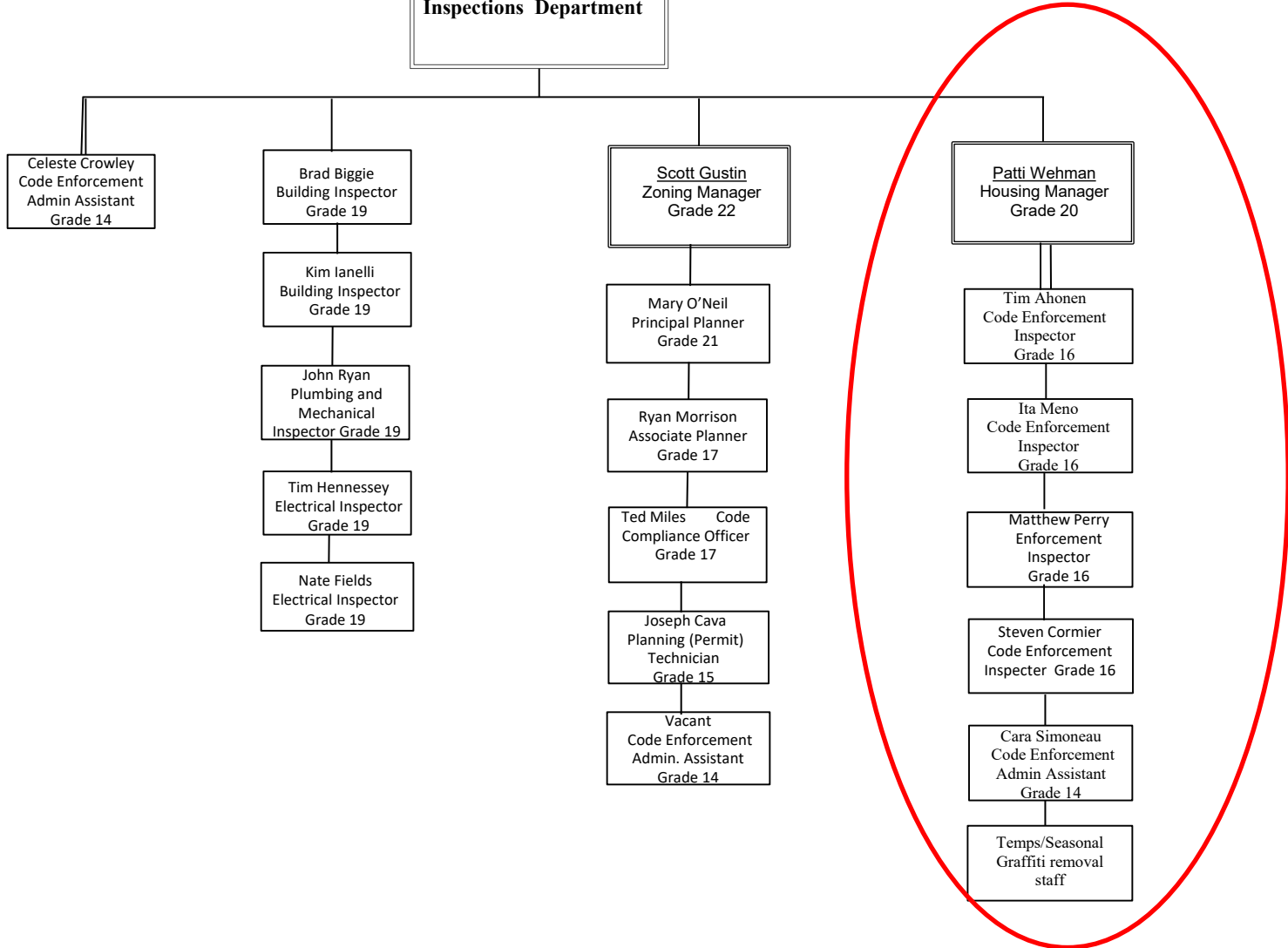
# DPI Core Functions

- Inspection of Rental Housing
  - Coordination with Burlington Housing Board of Review
- Health Inspections
  - Coordination with Burlington Board of Health
- Zoning and Development review
  - Coordination with the Development Review Board
- Trades permit review
  - Building permits
  - Electrical permits
  - Plumbing and Mechanical permits
  - Coordination with the Department of Public Works Commission
- Vacant Building Enforcement



# Permitting & Inspections Department

**Bill Ward**  
Director, Permitting & Inspections Department



# Chapter 18 – Minimum Housing Ordinance

<https://www.codepublishing.com/VT/Burlington/#!/Burlington18/Burlington18.html>

City of Burlington website @ burlingtonvt.gov,  
click on **Departments**, then **Permitting & Inspections**

# Housing Inspections

- Complaint Inspections

Phone, email, in person or on line reports

- Routine Inspections

3 Year Cycle to inspect all 10,500 rental units in the City

# Inspection Process

**1. Staff point out any deficiencies in each unit during inspection**

**2. Written report/order is issued** – Now available electronically

Order notes each

1) Specific deficiency

2) Required remedy

3) Date to comply by

**3. Re-inspection occurs on the date set for compliance**

If deficiencies are all corrected a Certificate of Compliance is issued

If deficiencies are not corrected a re-inspection fee is assessed and a new comply-by date is set

# Types of Violations

**Minor** – Lower risk

Things like leaky water faucet, peeling paint, cracked window

Usually a 30 day compliance

**Major** – Higher risk to health & safety of tenants

Things like heat, hot water, smoke/co detection

requires speedy compliance

**\*\*\*Unfit for human habitation\*\*\***

When inspector finds a serious risk to tenant's health/life



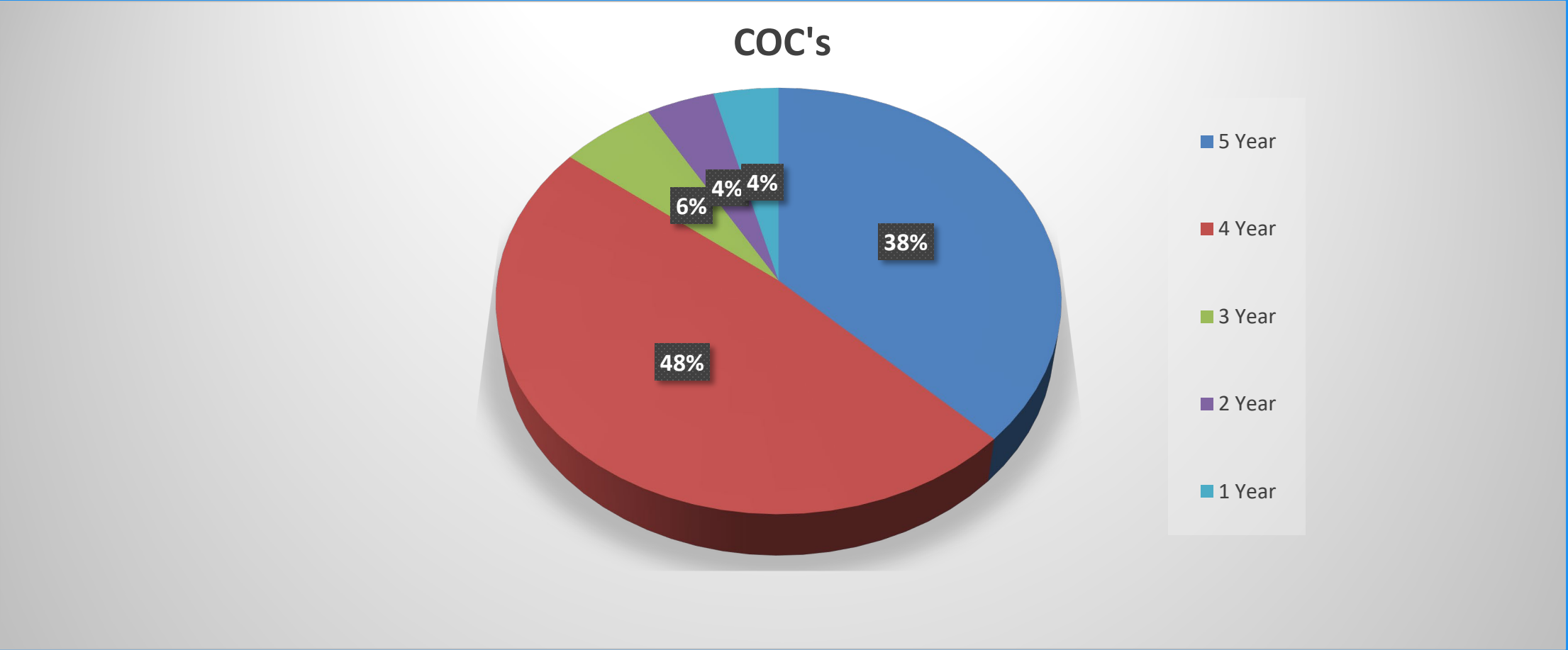
# Routine Inspections

If the inspector finds no deficiencies (problems) the unit is given a Certificate of Compliance (C.O.C.) good for 5 years

If the Inspector finds up to 5 deficiencies that are corrected in 30 days- the unit is given a Certificate of Compliance (C.O.C.) good for 4 years

- Up to 10 deficiencies that are corrected in 30 days = 3 year COC
- Any deficiencies not corrected in 30 days = 2 year COC from the date of initial inspection
- More than 10 deficiencies that are corrected in 30 days = 1 year COC from the date of initial inspection

# How do Burlington units currently rate?



# Rental Registration required annually

\$110 Per rental unit

\$80 Per rental unit in an owner occupied residence

## Re-inspection fees for Routine and Complaint Inspections

Initial inspection – No fee

1<sup>st</sup> re-inspection with compliance - No fee

1<sup>st</sup> re-inspection without compliance - \$75 per unit

2<sup>nd</sup> re-inspection without compliance \$150 per unit

3<sup>rd</sup> re-inspection without compliance \$300 per unit

# ***FY 2023 Budget - 7/1/22 to 6/30/23***

**Housing Division Annual Revenue \$1,315,700.00**

\$1,133,000.00 Revenue Rental Registration Fees

\$182,700.00 Miscellaneous revenue

Certificate of Occupancy inspections (zoning)

Re-inspection fees for housing

**Housing Division Annual Expenses \$1,289,947.00**

\$1,169,947 -Salaries and employee benefits

# How to Look Up Current CoC

- Visit the City's web page <https://www.burlingtonvt.gov/>;  
Top row click on Rental & Property Info  
Enter the property address & click Search Property Address  
Scroll to the middle of the page where it indicates Rental Information.

If you have any questions, call us at (802) 863-0442 and ask for Housing.

# https://burlingtonvt.viewpointcloud.com/

## How may we help?

Access service information and apply online – all from here.

Search for something like "Alternative Lenders" or "Water Service Line Review"

### Start a Project

Choose below to start a project



Construction & Zoning Permits: For any application type

[Get Started](#)



Roofing/Siding (ONLY roofing/siding work)

[Get Started](#)



Windows & Exterior Doors

[Get Started](#)



### Church Street Marketplace

Artists in the Alley Program, Cart Vendor License  
+ 5 more

[Explore](#)



### DPI Zoning Administration

Zoning Certificate of Occupancy Request, Zoning  
Sketch Plan Review + 1 more

[Explore](#)



### DPI Trades Division

Electrical Permit, Mechanical / HVAC Permit + 3  
more

[Explore](#)



### DPI Administration

Property Research Request, Zoning Compliance  
Request

[Explore](#)



### DPI Housing Division

Rental Registration , Rental Inspection + 3 more

[Explore](#)



### Burlington Lead Program

Property Owner Application

[Explore](#)

# DPI Housing Division

**First time users, please sign up to create an account before applying. If you already have an account, please login before applying.**

The Housing Division maintains an annual apartment registry of approximately 10,000 rental dwelling units, billing and collecting rental unit registration fees, inspecting rental housing units, enforcing minimum housing standards, issuing certificates of compliance to landlords, and funding tenant and landlord advocacy services

Apply Online

## Rental Registration

The owners of all rental units subject to inspection pursuant to Burlington City Code Section 18-16, shall be required to annually file a registration application and fee with the enforcement agency, which shall be due annually on or before April 1

Select

## Rental Inspection

The Burlington housing division enforcement officer or his/her delegate shall make inspections of rental units within the city, including hotel and motel rooms which are regularly let to the same tenant(s) for a period in excess of thirty (30) days, for the purpose of determining whether a violation of Housing Code, section 18-16 exists.

Select





CITIZEN SERVICES

Rental Inspection - Add to a project

Expiration Date Complete



# MH-22-860



**Details**  
Submitted on Dec 12, 2022 at 3:52 pm



**Attachments**  
0 files



**Activity Feed**  
Latest activity on Dec 15, 2022



**Applicant** BO [redacted] 0

**Location**  
28 South Williams Street, Burlington, VT 05401

## Timeline Add New

**Intake Review** Completed Dec 12, 2022 at 3:52 pm Dec 15

**Initial Inspection** Completed Dec 15, 2022 at 12:09 pm Dec 19

**Administrative Review** Completed Dec 15, 2022 at 1:38 pm

**Certificate of Compliance Issuance** Completed Dec 15, 2022 at 1:38 pm

**Certificate of Compliance (TM)** Issued Dec 15, 2022 at 1:38 pm

## Activity Log

Cara Simoneau started a draft of Record MH-22-860	Dec 12, 2022 at 3:44 pm
Cara Simoneau submitted Record MH-22-860	Dec 12, 2022 at 3:52 pm
changed the deadline to Dec 15, 2022 on approval step Intake Review on Record MH-22-860	Dec 12, 2022 at 3:52 pm
approval step Intake Review was assigned to Cara Simoneau on Record MH-22-860	Dec 12, 2022 at 3:52 pm
changed the deadline to Dec 15, 2022 on approval step Intake Review on Record MH-22-860	Dec 12, 2022 at 3:52 pm
Cara Simoneau assigned inspection step Initial Inspection to Ted Miles on Record MH-22-860	Dec 12, 2022 at 3:52 pm
Cara Simoneau approved approval step Intake Review on Record MH-22-860	Dec 12, 2022 at 3:52 pm
changed the deadline to Dec 19, 2022 on inspection step Initial Inspection on Record MH-22-860	Dec 12, 2022 at 3:52 pm
Ted Miles altered inspection step Initial Inspection, changed status from Active to Complete on Record MH-22-860	Dec 15, 2022 at 12:09 pm
approval step Administrative Review was assigned to Cara Simoneau on Record MH-22-860	Dec 15, 2022 at 12:09 pm
Ted Miles changed Deficiencies Found? from "" to "No" on Record MH-22-860	Dec 15, 2022 at 12:10 pm
Ted Miles changed Comments from "" to "5 year COC. Property has undergone a major renovation from commercial space with two units to fou" on Record MH-22-860	Dec 15, 2022 at 12:10 pm

# Additional Resources

VT Legal Aid – [vtlegalaid.org](http://vtlegalaid.org)

VT Tenants - <https://www.cvoeo.org/get-help/vermont-tenants-rights-and-resources>

VT Apartment Owners Association

## Also work closely with

- Burlington Housing Authority
- Community Housing Trust
- Howard Center
- Burlington Police Department
- Burlington School District

Questions ?