



### Contractors

The Town of Burlington has adopted online permitting for the submittal of applications for residential and commercial building, burning, demolition, electrical, gas, mechanical, plumbing, sewer connection permits.

- Applicants can pay online (convenience fee will incur)
- Applicants can mail a check payable to: **Town of Burlington** along with a copy of the application to the attention of the Building Department, 200 Spielman Hwy, Burlington, CT 06013, or drop in the lock box outside Town Hall. Any payments must contain property address.
- **Before submitting a permit, you are required to provide a valid contractor license number with expiration date, upload Worker's Compensation insurance or if sole proprietor, Statement of Exemption form. Roof Compliance form is required for any work performed on a roof.** Provide as much information as you can on the form as *incomplete applications will be rejected.*

Apply for Permits on Town of Burlington's Home Page [www.burlingtonct.gov](http://www.burlingtonct.gov) Permits Online:

- **Complete Contractor Registration Form (First Time Only), fill out all contractor information. Submit. Portal Home Page (top right of screen) to continue to permit**
- **Individual Permit Application – Choose Permit Type**
  - Property Information – Start Typing Address**
  - Contractors – Start Typing Contractor**
  - Applicant Information – Not required, if Contractor is selected**
  - Project Information: Detailed description of project**
  - Permit Work Type: Not Required but can use pull down menu**
  - Project Cost: Cost of Labor and Material for this permit only**
  - E-Signature: Type your first and last name**
  - Upload: Worker's Comp Insurance/Statement of Exemption Form, Roof Compliance (for roofs only)**
  - Submit**
- **Submit Payment (if paying online)**
  - Select Fees**
  - Fill Out all Fields, Make Payment**
  - Fill Out Credit Card Fields, Process**

**DONE**