



Burlington Police Department

Event planning and permits

In order to ensure the public's safety and orderly flow of traffic, the City has established guidelines for many types of special events. Below is a list of events or circumstances for which a permit must be obtained prior to the date of the event. Failure to obtain the appropriate permit(s) may result in termination of the event and enforcement action for violation of applicable City ordinance(s).

The permitting process can be tricky to navigate, particularly for the first time. Please note that multiple permits may be required for a single event.

Type of Event by Issuing Department

Parade - Police
Street event (block party) - Police
Tents - Fire
Alcohol in parks (parks special use) - Parks & Rec
Amplified music (in parks) - Parks & Rec
Entertainment permit for licensed est. - City Clerk
Marketplace Use - Marketplace Office
Protest/Demonstrations - Police
Vendor/Sales - City Clerk
Burn permits - *No outside burning is allowed in Burlington

In order to obtain a permit, a responsible representative of the group holding the event must contact the appropriate City department. The representative must complete a "Request for Special Events Permit" and provide all information requested. The representative must also contact all applicable public agencies that may be impacted by the event. A "Planner's checklist" will be provided at the time the request form is provided.

Once completed, the request form and checklist will be reviewed by a representative of the City. The request may be granted, denied or returned to the representative for further information or modification of the plan.

To contact the City Clerk, please call 865-7000.

To contact the Marketplace office, please call 863-1648.

To contact Parks and Recreation, please call 864-0123.

To contact the Fire Department, please call 864-5311 or go to: www.fire.ci.burlington.vt.us

For information on Police Department permits, please contact us at 658-2704.