

**BOARDING-UP STRUCTURES Q & A**

No one is to place boards or other non-conventional material over the doors, windows or any other opening of any building or structure without first obtaining a boarding-up permit.

**How do I obtain a Boarding-up permit?**

**Complete an application form to include**:

* Name, address and phone number of the owner
* Name, address and phone number of the local agent
* Tax parcel identification number
* Common address of the structure
* Security and maintenance plan
* A permit fee of $100.00
* The permit may be renewed at a cost of $50.00

**What is included in the security and maintenance plan?**

* The length of time the owner expects the structure to continue.
* What color of paint will be used?
* Two coats of paint similar to the main structure are required.
* How will the structure be secured?
* Proposed maintenance plan detailing the monitoring and maintenance of the structure.

**Important Additional information:**

* Any boarded-up structure must be posted with the case number, the local agent’s name, and the local agents 24 hour contact phone number.
* The City may conduct an inspection to ensure the structure is boarded up in accordance with the security and maintenance plan.

 **Frequently Asked Questions:**

If my building or home is damaged by a storm, vandalism, or weather, do I have to obtain a boarding-up permit?

* A boarding-up permit is not required to board up a structure for 10 days or less in the event of a temporary emergency such as damage caused by vandalism, theft, or weather. If the building is to remain boarded-up for longer than 10 days, a permit will be required.

Does this ordinance apply to my building if it was already boarded up prior to the adoption of the ordinance?

* Yes. Any properties with boards existing at the time of adoption of this ordinance will have 30 days to submit an application for a permit to continue to board.

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