



Office Use Only:	
Application# _____	Fees Paid _____
Date Received _____	Accepted By _____
Date Complete _____	App Deny Conditions _____

Application for Boarding of Structure Permit

Permitting Office (864) 467-5713

*Indicates Required Field

APPLICANT/OWNER INFORMATION

	APPLICANT	PROPERTY OWNER
*Name:		
*Address:		
*Phone:		
*Email:		

PROPERTY INFORMATION

*Street Address: _____

*Tax Map #: _____ *Property Use: ____ Commercial ____ Residential

Residential Structures

1. No residential structure may be boarded for a period of greater than six months.
2. Residential one and two family dwellings must be boarded to the residential boarding specifications.
3. Call Code Enforcement Office for inspection as soon as boarding has been completed. (864) 467-4452.
4. The exterior of the structure is to be maintained in good repair and secured at all times.
5. The permit is void if the exterior of structure is not maintained and secured.

Commercial Structures

1. No commercial structure may be boarded for a period greater than six months unless the structure complies with section 112.4.3 of the International Property Maintenance Code.
2. Structure must be boarded to the commercial boarding specifications.
3. The exterior of the structure is to be maintained in good repair and secured at all times.
4. The exterior premises shall be kept safe and in clean condition.
5. The permit is void if the exterior of structure is not maintained and secured.

By my signature, I certify that I am the responsible party for this structure and that all information is correct. I further understand that if any information is found to be incorrect, the Permit will not be issued or will become void.

*Please Print Name: _____ *Date: _____

*Signature: _____

Subject: Boarding Procedures (Residential)

- Owners shall have the responsibility for maintaining all vacant dwelling units, dwellings structures, principal buildings, and accessory buildings in a locked or closed condition so that they cannot be entered without an unlawful break-in.
- Property owners must obtain a boarding up permit prior to boarding of a structure. An inspection of the property must be scheduled before boarding the structure and after the boarding has been completed. Inspections will be performed by the Property Maintenance Inspectors. Call 864-467-4452 to schedule inspections.
- In conjunction with boarding the owner is required to complete the following:
 - Disconnect all utilities (Water, Gas, and Electricity)
 - Remove all upholstered furniture, combustible materials, flammables, and trash from the building including the basement and attic
 - Remove trash, trash containers, and combustible materials from exterior stairwells porches accessory structures garages and yard areas
 - Remove all weeds and overgrown shrubbery which could support a fire
- Boarding of a structure shall be required for all doors and windows. Boarding may also be required of all under floor and/or attic access points if so determined necessary by the city inspectors.
- The owner of a boarded structure shall be required upon notification to provide entry to the structure to city inspectors to assure compliance. At least one door at grade level shall be maintained with locks and hinges to permit entry for inspection purposes.
- If after a reasonable notice the owner fails to properly board the structure the city may take necessary actions to secure the structure and recover all costs associated with actions taken include placing a lien on the property.

Specifications

Basement or first story windows with a solid frame

1/2" plywood or OSB recessed into the jamb opening secured with 1-5/8" long tamperproof screws placed 8" to 10" on center. Paint to match trim or siding color.

Basement or first floor windows with a faulty frame

1/2" plywood or OSB recessed into the jambs secured by placing two (2) 2x4's on the inside of the opening and attached to the plywood with two 1/2 diameter carriage bolts with a large diameter washer fender washer on the inside and outside with the nut on the inside. Paint to match trim or siding color.

Rear or side door at grade

3/4" plywood or OSB recessed into the jambs placed from the outside attached with 2-1/2" long tamperproof screws 6" to 8" on center. Paint to match trim or siding color.

Front door at grade with existing door in good condition

Place 1/2" plywood or OSB over any glass and secured with 1-5/8" tamperproof screws 8" to 10" on center. The door shall then be locked by the use of standard door locks or a quality pad lock inserted through a good quality hasp or eyebolts. Screws of sufficient length to reach through the door casing into wall framing shall be used on second part of the hasp. If eyebolts are used, one eyebolt shall be through bolted into the door and the second shall be lagged into the door jamb and the framing. Paint to match trim or siding color.

Front door at grade with existing door in poor condition

See attached detail sketch. 3/4" plywood or OSB mounted on hinges. All screws and/or bolts shall be tamperproof and of sufficient length to secured to the framing. The non-hinge side shall then be locked by the use of a quality pad lock inserted through a quality hasp. Paint to match trim or siding color.

Note: Some properties fall within the boundaries of one of the Historic Overlay Districts and as a result must adhere to the Design and Preservation Guidelines. Owners of these specific properties must follow these specific requirements when doing any and all work within these areas.

Subject: Boarding Procedures (Commercial)

- Owners shall have the responsibility for maintaining all commercial buildings and accessory buildings in a locked or closed condition so that they cannot be entered without an unlawful break-in.
- Property owners must obtain a boarding up permit prior to boarding of a structure. An inspection of the property must be scheduled before boarding the structure and after the boarding has been completed. Inspections will be performed by the Property Maintenance Inspectors. Call 864-467-4452 to schedule inspections.
- In conjunction with boarding the owner is required to complete the following:
 - Disconnect all utilities. (Water, Gas, and Electricity) Exceptions may be allowed for the continuation of security lighting or alarms
 - Remove all upholstered furniture combustible materials flammables and trash from the building including the basement and attic
 - Remove trash, trash containers, and combustible materials from exterior stairwells, porches, accessory structures, garages, and yard areas
 - Remove all weeds and overgrown shrubbery which could support a fire
- Boarding of a structure shall be required for all doors and windows. Boarding may also be required of all under floor and or attic access points if so determined necessary by the city inspector
- The owner of a boarded structure shall be required upon notification to provide entry to the structure to the city inspector to assure compliance. At least one door at grade level shall be maintained with locks and hinges to permit entry for inspection purposes
- If after a reasonable notice the owner fails to properly board the structure the city may take necessary actions to secure the structure and recover all costs associated with actions taken include placing a lien on the property.

Specifications

Basement windows out of public view (Double Hung):

1/2 plywood or OSB recessed into the jambs secured by placing two (2) 2x4's on the inside of the opening and attached to the plywood with two 1/2 diameter carriage bolts with a large diameter washer fender washer on the inside and outside with the nut on the inside. Paint to match trim or siding color.

Basement windows out of public view (Casement, Slider or Fixed):

3/4 plywood or OSB recessed into the jambs placed from the outside, attached with 2-1/2" long tamperproof screws 6" to 8" on center. Paint to match trim or siding color.

Rear or side door out of public view:

3/4 plywood or OSB recessed into the jambs placed from the outside attached with 2-1/2" long tamperproof screws 6" to 8" on center. Paint to match trim or siding color.

Front door at grade with existing door in good condition:

Place 1/2" plywood or OSB over any glass and secured with 1-5/8" tamperproof screws 8" to 10" on center. The door shall then be locked by the use of standard door locks or a quality pad lock inserted through a good quality hasp or eyebolts. Screws of sufficient length to reach through the door casing into wall framing shall be used on second part of the hasp. If eyebolts are used, one eyebolt shall be through bolted into the door and the second shall be lagged into the door jamb and the framing. Paint to match trim or siding color.

Front door at grade with existing door in poor condition:

See attached detail sketch. 3/4" plywood or OSB mounted on hinges. All screws and/or bolts shall be tamperproof and of sufficient length to secured to the framing. The non-hinge side shall then be locked by the use of a quality pad lock inserted through a quality hasp. Paint to match trim or siding color.

First floor windows at the front in good condition:

1/2" plywood or OSB cut to fit the outside dimensions of interior molding or casing and attached by using 2-1/4" long tamperproof screws 8" to 10" on center. Cut in a minimum of four (4) 3" holes spaced evenly across each opening at a height above 6' 0". Paint to match trim or siding color.

First floor windows at the front second story and rear with faulty frame:

1/2" plywood or OSB recessed into the jambs secured by placing two (2) 2x4's on the inside of the opening and attached to the plywood with two 1/2 diameter carriage bolts with a large diameter fender washer on the inside and outside. Paint to match trim or siding color.

Street side recessed vestibule including door at grade and display windows:

(Door) Place 1/2" plywood or OSB behind all glass and secure with 1-5/8" tamperproof screws 8" to 10" on center into door frame. The door shall then be locked by the use of standard door locks or a quality pad lock inserted through a good quality hasp or eyebolts. Screws of sufficient length to reach through the door casing into wall framing shall be used on second part of the hasp. If eyebolts are used, one eyebolt shall be through bolted into the door and the second shall be lagged into the door jamb and the framing. Paint to match trim or siding color.

(Display Windows) Display area to be clean of loose debris and failing finishes. Install braced 3/4" plywood or OSB wall in line with front entry. Wall to be positively connected to the subfloor and ceiling by the use of minimum 3/8 lag bolts secured directly to the ceiling and floor joists. Walls to have a minimum four (4) 3" holes spaced evenly across each opening at a minimum height of 6' 0". Paint to match trim or siding color.

Note: Many commercial properties fall within the boundaries of the Central Business District or other Historic Overlay District and as a result must adhere to the Design and Preservation Guidelines. Owners of these specific properties must follow these specific requirements when doing any and all work within these areas.