

## **REMOVE AND REPAIR ROTTING MATERIALS**

### **INFORMATION REQUIRED WITH YOUR APPLICATION**

The following is a guideline of information and requirements that are required for applications for the removal and repair or rot. It is intended to help you supply proper and complete application packages. Please label all of the following items on your plans. **Thank you!**

Items and information required with submission of application:

-A BEFORE photo showing the area to be removed and repaired.

-A detailed description of work to be completed. If after removing for an example siding the scope of work is greater than what was originally permitted for the applicant must notify the Code Enforcement Office for further guidance.

General Note: Conditions on every permit will indicate the following:

-1. STRUCTURAL RENOVATIONS ONLY, NO INCREASE IN FOOTPRINT.

-2. This permit has been reviewed for what is indicated on the application. If there is any changes made to the original permit this would require a separate permit and review process.

-The work indicated on the permit for “Remove and Repair Rotting Materials” does not allow the applicant or designated representative to go beyond the scope of work. Remove and Repair does not indicate any expansion of the structure, (see general notes 1 & 2 above). Example after removing siding the applicant wishes to expand the scope of work and add a window and replace all rotted wood. This is an example of going beyond the scope of work and would require an additional permit.

-The intent of Remove and Repair is to fix the structure to its original condition, size, shape and slope. Any additional work to be completed must be part of the application process. This may require detailed drawings/plans and a complete plot plan showing all structures on lot with distances to all property lines labeled.

Inspections: Any replacement of rotten material will require an inspection before that area is enclosed.

At Final Inspection the Code Enforcement Office will require an AFTER Photo of the work completed.