



The purpose of the guideline is to establish a process for issuing permits for the repair of damage caused by fire, wind, vehicles, or any other unexpected occurrences. The intent of a damage repair permit is to reconstruct the damaged area to the original condition. Any work that goes beyond the repair of damage to the original condition shall require submittal of complete plans for review and permit.

In cases of severe damage, the plan submittal and permitting process will be the same as that of new construction or a major remodel or addition. Examples of severe damage are as follows:

- Total demolition of all roof and walls
- Demolition of entire roof and all interior walls
- Other scenarios as deemed necessary by investigation per field staff

Plan Review Staff

- Verify the applicant has given a detailed description of the damage and repair on the permit application
- If the damage repair is not severe, an RPBI permit is to be issued
- Use the Valuation Guide for Remodeling & Repairs to Existing Buildings to determine the valuation
- Typical RPBI fees will apply

Field Inspection Staff

- Applicant is to call for job site meeting to go over the damage with the inspector prior to doing any work
- Inspector completes Damage Inspection Assessment form and verifies the permit quantities are similar to the damage assessment
- If the damage assessment significantly differs from the permit quantities, the customer is to be directed back to City Hall to have the permit revised
 - ✓ Notify the applicant at this time if any applicable plans will be required and indicate such on the Damage Inspection Assessment form.
 - ✓ Give the applicant the copy of the Damage Inspection Assessment form and instruct them to present it to plan review staff.
- If damage assessment is similar to permit quantities and additional plans are not required, proceed with typical inspections