



## **Boarding-up a vacant structure**

In the event a vacant structure must be boarded-up, a permit is required. 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
  - Address of the structure
  - A boarding-up plan
  - A permit fee of \$200.00
    - The permit may be renewed at a cost of \$100.00
- What is included in a boarding-up plan?
  - The length of time the owner expects the boarding to be maintained
  - A plan to secure or board-up the structure, including a detailed description of the manner and materials to be used
  - A plan to maintain the structure and ensure that it remains boarded-up in accordance with the approved plan

### **Important Additional information:**

Any structure which is boarded-up must be posted with a placard, in a visible location, containing the permit information, the local agents name, and the local agents 24 hour contact phone number.

The county may conduct an inspection to ensure the structure is boarded up in accordance with the approved plan.

### **Frequently Asked Questions:**

- If my building or home is damaged by a storm, do I have to obtain a boarding-up permit?
  - A boarding-up permit is not required to board up a property for 30 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 30 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. The ordinance does apply, but owners have until May 16<sup>th</sup> 2011 to submit an application.
  
- Do I have to board up my vacant house?
  - No. We would prefer that a vacant house not be boarded-up unless the house cannot be secured through conventional means.

Department of Planning and Development

446 West Crogan Street • Lawrenceville, GA 30046-2440  
(tel) 678.518.6000  
www.gwinnettcountry.com



DATE: \_\_\_\_\_

**BOARDING-UP APPLICATION FORM**

**Property Information:**

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax Parcel Information: (Land District, Land Lot, Parcel): \_\_\_\_\_

Is this property in foreclosure? Yes  No

**Owner Information:**

Name of Property Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Local Agent Information:**

Name of Local Agent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Other interested parties:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PROPOSED SECURITY PLAN**

What is length of time you expect the structure to remain boarded-up? \_\_\_\_\_

What is your proposed plan to secure the structure? \_\_\_\_\_

Please give a detailed description of the manner in which you'll secure the structure and the materials to be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED MAINTENANCE PLAN**

What is your proposed maintenance plan? Please give details regarding the monitoring and maintenance of the structure and premises. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- NOTE: THE PERMIT EXPIRES SIX (6) MONTHS FROM DATE OF ISSUANCE.**
- NOTE: RENEWAL OF PERMIT TO BE WITHIN THIRTY (30) DAYS OF EXPIRATION.**
- NOTE: UPON A CHANGE IN OWNERSHIP THE NEW OWNER SHALL APPLY FOR A NEW PERMIT IF THE STRUCTURE IS TO REMAIN VACANT FOR MORE THAN SIXTY (60) DAYS.**
- NOTE: ANY STRUCTURE WHICH IS BOARDED UP SHALL BE POSTED WITH THE NAME, PERMIT INFORMATION, AND 24 HOUR CONTACT PHONE NUMBER OF THE LOCAL AGENT.**

Please complete this form and return it to the Gwinnett County Department of Planning and Development proposed boarding-up plan and a \$200.00 permit fee.

If you should have any questions, please feel free to call 678.518.6000 or contact us via e-mail at [pnd@gwinnettcountry.com](mailto:pnd@gwinnettcountry.com)

**Departmental use only**

CEU # \_\_\_\_\_ BLD# \_\_\_\_\_  Approved  Denied

\_\_\_\_\_  
\_\_\_\_\_

**DIRECTOR SIGNATURE:** \_\_\_\_\_