

MOTHBALLING/BOARDING OF BUILDINGS  
REGISTRATION APPLICATION/PERMIT

\_\_\_\_\_  
Address of the structure to be mothballed

\_\_\_\_\_  
Parcel ID #

\_\_\_\_\_  
Owner of property

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Contact person other than owner

\_\_\_\_\_  
Telephone number

*Please be advised that the three highest priorities for a mothballed building are 1). To protect the building from sudden loss, 2) to weatherize and maintain the property to stop moisture penetration, and 3)., to control the humidity levels inside once the building has been secured. (The owner should keep a copy of the mothball ordinance on hand at all times).*

You must fill out the above information and turn in the paperwork to the License and Inspection Department (Code Enforcement Division). An inspector will call you to set up an appointment to meet with you at the location the mothballing is to take place. The owner is also responsible for updating this information at the License and Inspection Department if any information on this form has changed.

An inspection will be conducted to determine if you should buy a mothballing permit or if it will require a contractor to buy a building permit. If a mothballing permit is issued the owners of the structure have ninety (90) days from the date of issuance of the mothballing permit to complete the work. The owner shall call the inspector with ten (10) days upon completion of the work for a re-inspection of the property.

The owner shall establish a monitoring and maintenance schedule for the building. A drive-by inspection should be done on a monthly basis, and a walk around the property every three months, and that the building be entered and inspected annually. The property grounds shall be maintained including bushes, beds, and other vegetation; and the property shall be kept free of trash and debris at all times.

COMPLIANCE INSPECTION:

A compliance inspection will be conducted and an acceptance certificate issued if the property owner has substantially complied with the requirements as set forth.

If the owner has not substantially complied with the requirement of this ordinance, the department shall issue a note of non-acceptance during the initial compliance inspection, the department shall provide the owner with a copy of the inspection report. The owner will have thirty (30) days from the date of inspection to take corrective actions and request another compliance inspection. The owner may be subject to other enforcement proceedings under this code if the department notes the structure as non-acceptance during a follow-up compliance inspection.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of contact person other than owner

\*\*\*\*\*  
Date \_\_\_\_\_

Office use only

Inspector \_\_\_\_\_

This property will require:

\_\_\_\_\_ mothballing permit

\_\_\_\_\_ building permit

Copy of ordinance given to owner \_\_\_\_\_ Yes

\_\_\_\_\_ No (owner already has one)

\_\_\_\_\_  
Signature of inspector