

## EMERGENCY REPAIRS – PERMIT AND PROCESS

### GENERAL INFORMATION

The Development Services Department has created a process to allow owners to quickly repair their home or business when they have experienced structural damage from a natural event such as a storm, flood, earthquake, tree falling, etc. The intent of this process is to allow immediate repairs, when it is safe to do so, then to follow up with permits and inspections, if necessary.

This process incorporates expedited review and a one-time reduced permit fee of \$300.00\*\*.

### PROCESS AND TIMING

1. **GET EMERGENCY HELP.** The first thing an owner should do is call 911 and follow all instructions from the dispatcher and then the Fire and/or Police offers responding to your situation.
2. **SECURE THE STRUCTURE IF IT IS SAFE TO DO SO.** Only after a structure has been cleared by Fire/Police should an owner try to assess the damage. Owners should never be near, or within, a structure unless they have been told it is safe to do so.

If it is safe to do so, owners should secure the building to the best of their ability to make sure the building won't be further damaged until it can be assessed and fixed. This could include turning off utilities, placing plywood or tarps over open areas, and other similar fixes.

3. **DOCUMENT, ASSESS AND CALL THE CITY.** The easiest and quickest way to documenting the damage to a structure is by taking photos. If it is unsafe to be in or near the structure skip taking photos. Either way contact the Development Services Department as soon as possible.
4. **EMERGENCY PERMIT AND INSPECTION(S).** City staff will work with you to assess your situation and determine if you are eligible to use our Emergency Repairs permit process. If your situation qualifies an Inspector will visit the site to verify the damage and assist with determining the scope of work to correct the damage. Once the site visit with an Inspector is complete a permit can be issued for the emergency repairs that are necessary.

It is important to remember that the City Inspector may find repairs that are outside the scope of work to qualify as an Emergency Repair. When this happens owners are required to obtain additional permits, assessments, and related inspections to ensure the structure is safe. In these circumstances, a portion of the fees assessed for an Emergency Repair permit might be applied towards the new permit.

### OTHER INFORMATION

- Any damage to the electrical system due to flooding or impact from debris will require a separate permit through Washington State Labor and Industries for the electrical work.
- Next Steps? If you need to apply for an Emergency Repair Permit navigate to the City's permit portal, create an account, and follow the instructions to apply for this permit. The permit portal is found at: <https://ci-mountvernon-wa.smartgovcommunity.com/Public/Home>

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

\*\* plus the City's technology fee