

**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 Number

\_\_\_\_\_  
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.**

***Mothballing permit.*** After registration, the owners of vacant buildings must obtain a mothballing permit from the Planning and Development Department. The cost of the mothballing permit is seventy-five dollars (\$75.00) that includes the compliance inspection. A separate building permit may be required for building repairs.

***Term of permit, six months; option to extend for three months.*** A mothballing permit shall be valid for six months following the date of the registration of the property and may be extended for three months provided the owner is making substantial progress to comply with the codes to renovate the structure, or demolish the structure. The fee for the extended term shall be seventy-five dollars (\$75.00) and shall be paid when application is made for extension.

The owner shall establish a monitoring and maintenance schedule for the building. 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) *Period of completion.* Owners of vacant structures shall have fifteen (15) calendar days from date of issuance of the mothballing a permit to complete mothball the building in compliance with these provisions.
- (b) *Extension.* The Director of the Planning and Development Department may extend the completion period up to fifteen (15) calendar days based on unusual circumstances and financial hardships

**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 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

I, \_\_\_\_\_ owner of property do hereby give permission to

\_\_\_\_\_ to obtain permit in my name due to my inability to come into the office.

\*\*\*\*\*  
\*\*\*\*\*

Office use only

Date \_\_\_\_\_

Inspector \_\_\_\_\_

This property will require:  Mothballing Permit

Building Permit

Copy of ordinance given to owner  Yes

No (owner already has one)

\_\_\_\_\_  
Signature of Inspector