

POST-DISASTER BUILDING PERMIT PROCEDURES

PURPOSE

After a disaster event the initial responsibility of the Building and Development Review Services Department (BDRS) is to be Damage Assessment. The Damage Assessment and Recovery Teams (DART) will be directed by the department Damage Assessment Coordinators on instructions from the Emergency Operations Center (EOC) Infrastructure Group. The BDRS EOC position representative is a member of the Infrastructure Group and will communicate with the Damage Assessment Coordinators.

The second post-disaster responsibility of BDRS is determining the habitability and placarding of damaged structures. Where possible, the DART teams will make habitability determinations and placard buildings during the damage assessment phase.

These procedures are intended to satisfy federal, state and local government post-disaster requirements while maintaining a focus on providing the earliest possible clearance to citizens for safe access to damaged properties.

RESOURCES

BDRS currently consists of the Building Division and the Development Review Division. Staffing presently is 57 of which 27 are certified inspectors in the building, plumbing, electrical, or mechanical trades. The certified inspectors will be utilized in the primary role on the DART teams with technical or administrative staff member assigned to each team in a support role. Some DART teams will be comprised of two inspectors when required due to being assigned to commercial/public building damage assessment, or response phase assignment. See also B.(1) Temporary employees.

The EOC Infrastructure Group also has the Property Appraisers Office, and Environmental Management providing DART teams. Their teams will provide for damage assessment only and will not be making habitability determinations.

Each DART Team will be provided with a county vehicle, 800MHz radio, cellular telephone with GETS/WPS (Government Emergency Telecommunications Service/Wireless Priority Service) access, a portable tablet computer with ARC Pad damage assessment software and GPS locator, oversized map, and an Emergency Kit with supplies and equipment to perform damage assessment, habitability determinations and placarding.

All BDRS staff members will receive periodic training and BDRS EOC members will participate in all exercises.

PROCEDURES

I. Damage Assessment Phase

When notified by the EOC to begin damage assessment operations, the BDRS DART teams will be notified when and where to report. The primary meeting location will be 310 Court Street Building and Development Review Services office and the alternate meeting location will be the Clearwater Mall parking lot southeast corner. Notification will be by one of the following methods: Telephone/Text message call-out, 800MHz radio, monitoring of TV/Radio, or BDRS information line telephone number. When advance notice of EOC activation is given all inspectors will take their county vehicles home when within 25 mile radius of 310 Court Street to reduce fleet damage exposure. The teams will also take home

their county cell phones, 800MHz radios, and Dart Team Emergency Kit. The DART teams (16 total) will assemble and received instructions and assignments for Primary Damage Assessment. Each DART team has been given a predetermined area; however, the DART team coordinators will reposition them as directed by the EOC Infrastructure Group.

A. Arc Pad Damage Assessment software (Attachment #A)

The DART team inspector will check the structure and the second team member will locate the property with GPS and enter the finding into the software. The information entered into the software will populate on the FEMA Damage Assessment Form and will be downloaded to a memory stick which will be collected each afternoon by the DART Team Coordinators and delivered to the EOC for downloading into the Property Appraisers database.

B. Damage Assessment Forms and Placards

DART Teams will carry a supply of each form/placard and will be resupplied by the DART Team Coordinators. Public service announcements will be made and information posted on pinellascounty.org webpages informing the public on the meaning of the various placards and emergency repair and permit procedures.

1. Inspected Placard (No Restrictions) (Attachment #B)

When a Dart team inspector determines by cursory inspection that a building appears to be safe to occupy it will be posted with this placard. These placards are green in color. The Dart Team will maintain a log of those structures determined to be habitable.

2. Limited Entry Placard (Attachment #C)

When a Dart team inspector determines by cursory inspection that a building is structurally questionable it will be posted with this placard. Entry into the building is at the owner's discretion and final structural condition is to be determined by a design professional. These placards are yellow in color.

3. Unsafe Placard (Attachment #D)

When a Dart team inspector determines by cursory inspection that a building is structurally unsafe it will be posted with this placard. Entry into the building is prohibited and final structural condition is to be determined by a design professional. These placards are red in color.

4. Service Connections Placard (Attachment #E)

When a Dart team inspector determines by cursory inspection that a building appears to be safe to reconnect service and utility connections (Water, Sanitary, electric, and/or Fuel gas) when they become available it will be posted with this placard. These placards are blue in color.

5. Habitable Repair Approval Placard (Attachment #F)

When a Dart team inspector determines by cursory inspection that a building (residential only) appears to have minor (Less than 20%) structural damage which does not appear to affect the structural safety of the building, this placard will be posted. This placard will serve as an emergency building permit and will authorize only the specific work listed on the placard by the inspector. This work is to be performed by the property owner or a properly licensed contractor(s) without the necessity of drawings or additional processing. Should the work required exceed that which this placard authorizes a building permit will be required. It is the intent of this temporary permit to accomplish the following: Prevent further damage to the structure and/or make the structure safe and habitable. All work is required to comply with the current Florida Building Codes and requires inspection. This placard is white.

II. Permitting Phase

A. Building and Development Review Services Location

When the EOC determines that it is appropriate to begin issuing permits, BDRS will begin processing and issuing permits at the normal office location at 310 Court Street in Clearwater. Dependant on the severity of the event and the volume of damage that operational hours will be expanded. BDRS will also process permits at Disaster Recovery Center(s) when set up by FEMA. When connectivity is available to the database BDRS will have the ability to issue permits not requiring plan review wirelessly in the field.

B. Temporary Employees

1. Building Official Association of Florida (BOAF)

When it is determined that BDRS requires assistance with habitability inspections, issuing building permits, plans examinations, and field inspections the Department director will request assistance through Pinellas County Emergency Management. Emergency Management will contact the State of Florida Department of Community Affairs (DCA) under the Statewide Mutual Aid Agreement (SMAA). DCA will contact the BOAF Statewide Mutual Aid Coordinator whom will contact Emergency Management to determine the needs of BDRS. The SMA Coordinator will identify available personnel and coordinate, supervision, lodging and food availability, transportation to the area and for inspection purposes, communications, and paperwork/materials. The SMA Coordinator is responsible to put all information in writing for approval by DCA. When DCA approval is granted, the SMA Coordinator will confirm with Emergency Management the assistance requirements and dispatches the personnel. The SMA Coordinator is responsible for the relief coordination from start to finish which realistically could span weeks to months.

2. Lodging

The temporary personnel working in a declared disaster are functioning under the terms of the SMAA. Their employer is responsible for all of their expenses such as: Payroll, overtime, transportation, food, lodging, and paperwork. The BOAF SMA Coordinator will help with the completion of required forms for reimbursement under the SMAA. Pinellas County will assist the personnel in locating accommodations.

3. Food

Same as #2. Pinellas County will assist the personnel with food arrangements.

4. Fleet and Communications

Pinellas County will provide fuel and repair services for the vehicles of SMAA workers and assist them with communications equipment.

5. Private Providers

BDRS will engage private provider companies in the case that long term assistance is required due to extensive reconstruction volumes. This will be necessary until such time that staffing levels can be enhanced to equal workload requirements.

C. Items Excluded From Permitting

When the EOC Policy Group establishes that emergency measures are required, the following items will be excluded from required permitting:

1. General emergency repairs to prevent further structural damage.
2. Temporary Roof Repairs.
3. Temporary shoring.
4. Exterior siding.
5. Drywall damaged by water three feet or less.
6. Work on any county owned property.

D. Permits

During the recovery period after a declared emergency, the issuance of permits for rebuilding of substantially damaged structures (more than 50% damage) and for new construction will be temporarily suspended by the Building Official. Plans examinations in progress will likewise be temporarily suspended. Initially, the focus will be on repair and reconstruction projects with less than 50% damage. Those with more than greater than 50% damage and new construction projects will be triaged into the workload as conditions permit. Processing of permits, site plans, etc. for new development or construction not essential for the public's health, safety and welfare may be suspended for up to 90 days. The definitions of damage are as follows:

1. Minor Damage (Up to 20%)

Permits will be issued to repair structures categorized as having sustained minor damage, i.e. 20% of less than the market value before the damage was accrued and/or up to three feet of water from flooding. BDRS will use the Property Appraiser valuation times a factor of 1.2 to determine the fair market value of the structure. The amount of damage will be determined from the damage assessment forms, photographs, and/or contracts for repair/reconstruction. The permits may be issued without drawings and as-built drawings will be required as a part of final building inspection. All required inspections are mandatory.

2. Major Damage (20 to 50%)

Permits for major damage will be issued and inspected as permitting and inspection resources become available. BDRS will use the Property Appraiser valuation times a factor of 1.2 to determine the fair market value of the structure. The value of the work will be taken from the signed contract along with the contractor cost breakdown as required by FEMA regulations. Permits may be issued with only a plot plan indicating the area to be reconstructed, however, prior to any structural inspection drawings must be submitted. All required inspections are mandatory.

3. Destroyed (Greater than 50%)

Destroyed or new construction permits will be issued as the permitting and inspections resources become available. Plans will be required and permitting and inspections will be performed in the normal manner.

E. Temporary Housing Permits

Permits will be issued for up to 180 days for temporary housing (mobile homes, recreational vehicles, and tents) to be placed on property when the permanent structure is no longer habitable. The temporary unit may be placed in the setbacks. The utilities (electricity, water, sewer, fuel gas) to the temporary unit must be disconnected prior to the connection of utilities to the repaired or rebuilt structure. Temporary housing units must be removed or in compliance with county regulations within 30 days of Certificate of Occupancy (C.O.)

F. Permitting Requirements

1. All contractors must have a Pinellas County Construction Licensing Board (PCCLB) registration or certification in order to show proof of proper insurance and workers compensation coverages.
2. All permits for the repair, restoration, or reconstruction of commercial structures will be issued to properly licensed contractors only.
3. Permits may be issued to residential property owners of one and two family homes who provide all material supervision themselves.
4. Roofing repair permits may be issued to properly licensed general, building, or residential contractors providing such work is authorized by an emergency order

or proclamation by the Governor of Florida or the Board of County Commissioners.

5. BDRS will provide disaster permitting and inspections for the municipalities under current Interlocal Agreements at the time of the disaster.

III. Interlocal Agreement

Pinellas County has signed an Interlocal agreement with the State of Florida for Statewide Mutual Aid Assistance. Requests for aid must be placed by Emergency Management and requests of aid will through from DCA. The statewide agreement number is 95 NF-99-99-99-014.

Building and Development Review Services Emergency Manual Permitting Procedure



I. Purpose

In the event of a disruption of technical services due to a state of emergency or post-disaster, damage to or loss of the use of BDRS offices, loss of connectivity to servers/mainframe, loss of electrical power, or any other cause that prohibits automated permit issuance. The following procedure will be implemented for issuing repair and reconstruction permits in a post-disaster period. This process is designed for Building Division Permit issuance and Field Inspections on a short-term or interim basis. The Procedure and templates are located at H:\USERS\BDRS SHARED DIRECTORY\PROCEDURE\BDRS Emergency Manual Permitting Procedure and Templates.

II. Application

The applicant will fill out a Central Permit Form (CPF) and submit it to BDRS staff for review and approval. When possible the application will be processed on a "walk-through" basis. Routing of the CPF through zoning, utilities, and environmental will be determined on a case-by-case basis.

- A. Permit Numbers-Permit numbers will be manually issued and a log will be created for each circumstance that requires the department to process and issue permits. Permit numbers will have the prefix "MP" which designates it as a Manual Permit. The permit number log will be maintained by the Permit Technicians.
- B. Plan Review-Plans, specifications, and submittals required for permitting will be submitted for review with the CPF. Plan reviews will be issued a tracking number and processed in the order that they are received. In a post-disaster scenario plan requirements may change dramatically and/or are suspended for work that is not storm damage related damage repairs. Plan review fees will be collected using a second CPF with abbreviated information used as a receipt.
- C. Permit Issuance-When requirements are met and fees assessed by the required trades and the application is approved, a Permit Technician will issue the permit.
 1. The Permit Technician will enter the location information on the Permit Number Log sheet. The original CPF will become the receipt for the transaction. The Pink Copy is the Applicant's receipt.
 2. The Payment Information block in the lower left corner of the CPF form must be completed by the Permit Technician for accounting and deposits. Forms of payment will remain cash, check, or credit card. Credit cards will be processed manually and the accounting staff will telephone for approvals after the fact. Disapproved credit card transactions and dishonored checks will require that a hold be placed on the permit until corrected. The Yellow Copy is the Accounting receipt and will be forwarded with the payment each day to the accounting staff.
 3. Permit Technicians will manually create the jobsite Inspection Placard.
 4. Permit Technicians will provide applicant with inspection line telephone numbers and inspection codes.
 5. Permit Technicians will place the permit paperwork in a file folder and forward it to the Building division to process the required inspection cards.

III. Permit Files-Will be maintained by the BDRS Records Technician and Inspection Technicians. Files will be located separately from any other active files until it is possible to convert them in Permits Plus. When the permit is converted, all manual paperwork and the inspection cards will be scanned and linked into Permits Plus. Field inspectors will note the converted permit number on the Jobsite Inspection Placard.

IV. Inspections-Will be scheduled, maintained, and routed manually.

1. When the permit file is received from the Permit Technician inspection cards will be created for each involved trade. See the attached examples. These will be made on a standalone computer by using templates. The inspection cards will be filed by trade and by permit number.
2. The sub-contractors fill out an Installation List (IL) and fax it to the office. If faxing is not available the IL will be collected by the Field Inspector on the jobsite during the first inspection.
3. The contractor will request inspections by telephone to specific BDRS telephone numbers given to them at permit issuance. The contractor will leave their inspection request on voicemail including a) permit number, b) contractor name, and c) inspection type.
4. The Inspection Desks will manually log the inspection requests and pull the inspection cards for the following day.
5. Inspection Desks will note the requested inspection type and date on the inspection cards and forward them to each trade Chief Inspector no later than 7:45am.
6. The Chief Inspector will route the inspections and give them to the Field Inspectors.
7. The inspectors will perform the inspections noting approval on the face of the card and rejections and corrections on the back of the card. In the case of an inspection card being filled on the back, blank 5" x 8" index cards will be added as needed.
8. The Field Inspectors will return the inspection cards to the inspection desks daily. The inspection desks will re-file the cards until the next inspection.
9. Red Tag Fees will be processed by the Permit Technicians. Telephone credit cards may be taken or the contractor may pay the tag fees at the BDRS office location.

V. Accounting-Accounting for collected fees will be a manual process without access to Permits Plus.

1. Manual deposit log will be used for all daily receipts. Each revenue source will forward their receipts daily and the deposit will be performed by one staff member and verified by a second staff member.
2. Credit Card approvals will be manually done daily by the accounting staff and/or the permit technicians.
3. When the manual permits are converted in Permits Plus, all financial information must be entered manually.

VI. Permit Conversion-When access is regained to Permits Plus, all manually generated permits will be converted by initializing them in the data base and manually entering all of the information, fees, structure codes, and inspection information. All paperwork will be scanned and linked into permit plus. The permit number and file reference number issued by Permits Plus will be placed on the permit folder and filed routinely.