

## **Subject: Boarding Procedures (Residential)**

- Owners shall have the responsibility for maintaining all vacant dwelling units, dwellings structures, principal buildings, and accessory buildings in a locked or closed condition so that they cannot be entered without an unlawful break-in.
- Property owners must obtain a boarding up permit prior to boarding of a structure. An inspection of the property must be scheduled before boarding the structure and after the boarding has been completed. Inspections will be performed by the Property Maintenance Inspectors. Call 864-467-4452 to schedule inspections.
- In conjunction with boarding the owner is required to complete the following:
  - Disconnect all utilities (Water, Gas, and Electricity)
  - Remove all upholstered furniture, combustible materials, flammables, and trash from the building including the basement and attic
  - Remove trash, trash containers, and combustible materials from exterior stairwells porches accessory structures garages and yard areas
  - Remove all weeds and overgrown shrubbery which could support a fire
- Boarding of a structure shall be required for all doors and windows. Boarding may also be required of all under floor and/or attic access points if so determined necessary by the city inspectors.
- The owner of a boarded structure shall be required upon notification to provide entry to the structure to city inspectors to assure compliance. At least one door at grade level shall be maintained with locks and hinges to permit entry for inspection purposes.
- If after a reasonable notice the owner fails to properly board the structure the city may take necessary actions to secure the structure and recover all costs associated with actions taken include placing a lien on the property.

### **Specifications**

#### **Basement or first story windows with a solid frame**

1/2" plywood or OSB recessed into the jamb opening secured with 1-5/8" long tamperproof screws placed 8" to 10" on center. Paint to match trim or siding color.

### **Basement or first floor windows with a faulty frame**

1/2" plywood or OSB recessed into the jambs secured by placing two (2) 2x4's on the inside of the opening and attached to the plywood with two 1/2 diameter carriage bolts with a large diameter washer fender washer on the inside and outside with the nut on the inside. Paint to match trim or siding color.

### **Rear or side door at grade**

3/4" plywood or OSB recessed into the jambs placed from the outside attached with 2-1/2" long tamperproof screws 6" to 8" on center. Paint to match trim or siding color.

### **Front door at grade with existing door in good condition**

Place 1/2" plywood or OSB over any glass and secured with 1-5/8" tamperproof screws 8" to 10" on center. The door shall then be locked by the use of standard door locks or a quality pad lock inserted through a good quality hasp or eyebolts. Screws of sufficient length to reach through the door casing into wall framing shall be used on second part of the hasp. If eyebolts are used, one eyebolt shall be through bolted into the door and the second shall be lagged into the door jamb and the framing. Paint to match trim or siding color.

### **Front door at grade with existing door in poor condition**

See attached detail sketch. 3/4" plywood or OSB mounted on hinges. All screws and/or bolts shall be tamperproof and of sufficient length to secured to the framing. The non-hinge side shall then be locked by the use of a quality pad lock inserted through a quality hasp. Paint to match trim or siding color.

**Note:** Some properties fall within the boundaries of one of the Historic Overlay Districts and as a result must adhere to the Design and Preservation Guidelines. Owners of these specific properties must follow these specific requirements when doing any and all work within these areas.