



Code Enforcement Bureau
 14050 Olympic Drive
 Clearlake, CA 95422
 (707) 994-8251 x309
 clearlakepd.org

BOARDING PERMIT APPLICATION

BOARDING PERMIT APPLICATION FORM

Complete all relevant fields in this registration form. Return the registration form with required attachments and payment to:
Code Enforcement Bureau, Clearlake Police Department, 14050 Olympic Drive, CA 95422.

BUILDING INFORMATION

Permit Type:

- Initial Extension (Max 6 Months, except on Good Cause)

SUBJECT PROPERTY

Address:

Assessor's Parcel Number:

APPLICANT INFORMATION

Name (First, Middle, Last):

Mailing Address:

City:

State:

Zip Code:

Primary Phone:

Secondary Phone:

E-mail Address:

NOTICES

BOARDING STANDARDS

The boarding of the building must comply with the requirements set forth in Section 9-5.11 of the Clearlake Municipal Code, including:

1. All boarded openings must be painted with one coat of exterior paint which is dark gray or similar **or** a color compatible with the exterior of the building or structure.
2. All utility service shall be terminated. The Enforcement Official may waive this requirement if the utility is necessary to maintain exterior security lighting, an alarm system or for equipment used in connection with the rehabilitation of the building where there is an active and current building permit.
3. The sewer shall be capped to prevent accumulation of methane gas in the building or structure.
4. The interior of the building shall be cleaned of all trash, junk, garbage, debris and solid wastes and personal possessions removed to eliminate any fire or health hazard and prevent hindrance to firefighting equipment, law enforcement or other personnel who may enter the building during the period of vacancy.

A boarding permit is valid for 30 days. An extension request must be submitted within ten (10) days of the permit expiration.

EXTENSION REQUEST

An extension request may be granted upon submission of a Boarding Permit Application extension and if requirements set forth in Section 9-5.10 C of the Clearlake Municipal Code. You must submit the following along with your extension request:

- A detailed plan and timeline for correction, repair or rehabilitation of the property or a detailed plan for the sale of the property to another person, with a provision in the sale for the correction, repair or rehabilitation of the property.

Extension Request Length (in Months):

REGISTRATION FEE

A check or money order must be submitted with this application. **Please make checks payable to City of Clearlake.** Cash and credit cards are accepted at the Police Department lobby.

Permit Fee \$150 (includes 1 inspection)

SIGNATURE

The undersigned hereby attests to the above information as accurate. Any falsification may result in the denial or revocation of the permit.

Signature of Applicant

Printed Name

Date

9-5.11 Standards for Boarding and Securing Building.

a. The boarding of the doors, windows or other openings of any building or structure or any means of securing such openings, other than by the conventional method used in the original construction and design of the building or structure, shall comply with the following minimum standards at all times:

1. **Securing by Boarding.**

(a) **Windows.** Windows and similar openings shall be boarded with exterior grade plywood of a minimum thickness of three-fourths (3/4") inch or its equivalent. Vent holes may be required, as deemed necessary by the Enforcement Official. The plywood shall be secured in place by two (2") by four (4") inch or four (4") by four (4") inch cross members, secured to the plywood by three-eighths (3/8") inch plated carriage bolts with large washers at each end and with the cross member turned so that the carriage bolt goes through the larger dimension. Bolts used to secure the cross member shall be threaded to the correct length. A minimum of two (2) cross members shall be used on each window and, depending on the size of the opening, additional cross members may be required. Each cross member shall be a continuous piece of lumber, and each must extend at least one (1) foot past the window opening in each direction. Bolts and nuts used to secure the cross members to the plywood must be tightened enough to slightly deflect the wood. Bolt heads must fit tightly against the wood and not give a purchase for pliers or pry bars.

(b) **Exterior Doors.** Exterior doors shall be boarded with exterior grade plywood of a minimum thickness of three-fourths (3/4") inch or its equivalent fitted to the entry door jamb with maximum one-eighth (1/8") inch clearance each edge. The existing door should be removed and stored inside the building. The plywood shall be attached to three (3) horizontal two (2") by four (4") inch wooden crossbars with two (2) each three-eighths (3/8") inch carriage bolts and matching hardware. The plywood shall be attached to the door entry with three (3) case-hardened strap hinges of the type specified by the Enforcement Official and the plywood shall be secured by a case-hardened steel hasp and minimum two (2") inch case-hardened padlock also of the type specified by the Enforcement Official.

(c) **Painting of Boarded Openings.** All boarded openings shall be painted with a minimum of one (1) coat of exterior paint which is of a dark gray or similar earthy color or a color compatible with the exterior color of the building or structure.

2. **Alternative Methods of Securing a Building.** Upon application for a boarding permit, the Enforcement Official may approve alternative methods of securing a vacant and unoccupied building or structure. In making the determination to approve any alternative method, the Enforcement Official shall consider the aesthetic and other impacts of such method on the immediate neighborhood and the extent to which such method provides adequate and long-term security against the unauthorized entry to the property.

b. **Additional Requirements.** In connection with the boarding of the doors, windows or other openings of any building or structure or any means of securing such openings the owner shall also comply with all of the following requirements:

1. All utility service to the building or structure shall be terminated by removal of the meters and termination of electric power at the pole. Compliance with this subsection may be waived in writing by the Enforcement Official as to the electric utility service, if electricity is needed to power exterior security lighting, an alarm system or equipment to be used in connection with rehabilitation of the building or structure for which there is an active and current building permit, and as to any other utility service where in the discretion of the Enforcement Official it is appropriate for the service to remain; and

2. The sewer shall be capped in a manner approved by the Enforcement Official to prevent the accumulation of methane gas in the building or structure; and

3. The interior of the building or structure shall be cleaned of all trash, junk, garbage, debris, and solid wastes, and personal possessions shall be removed from the interior of the building, to eliminate any fire or health hazard and prevent hindrance to firefighting equipment, law enforcement or other personnel who may enter the building during the period of vacancy. (Ord. #230-2019, § 2)