



# PERMIT TO BOARD

## SALT LAKE CITY CORPORATION

Permit Number \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone# \_\_\_\_\_

Sidwell Number \_\_\_\_\_ Type of Building \_\_\_\_\_

Does property have external water source available independent of the building's water supply \_\_\_\_ Yes \_\_\_\_ No  
(A plumbing permit is required for irrigation of required landscaping.)  
Does applicant wish to request a stay of boarding \_\_\_\_ Yes \_\_\_\_ No - If yes, please complete reverse side of Form.

### **Fee Schedule:**

#### Residential/Commercial Fees:

1<sup>st</sup> year (initial) \_\_\_\_\_ \$782.00  
2<sup>nd</sup> and each additional year \_\_\_\_\_ \$1,341.00  
Late fees (for each 30 day period) \_\_\_\_\_ \$25.00

#### Miscellaneous Fees:

External house bib, if required \_\_\_\_\_ \$7.00  
Plus 1% state fee required.

### **Method of Securing:**

All openings on the ground floor, and 2<sup>nd</sup> floor, or easily accessible openings, shall be secured by ½" inch plywood sheathing over all exterior openings. Sheathing shall overlap openings by three (3") inches and shall be secured along the edges by eight penny nails spaced at six (6") inch intervals. Alternately, the openings may be secured by conventional wood frame construction. Exterior doors shall be secured by a strong, non-glass door adequately locked to prevent entry from unauthorized persons or secured as previously outlined. All coverings shall be painted with the same color as the building or its trim. Premises are to be maintained pursuant to ordinance stands.

### **Duties of the Owner/Representative:**

The property owner/representative shall be responsible for paying all permit fees and obtaining a permit to board. The property owner shall keep the property free from debris, litter and weeds and must maintain the yard, sidewalks and building to the standards set forth by the SLC Code and Ordinance 80 of 1994. In the event that a property owner is notified of a deficiency, it shall be corrected pursuant to the Notice and Order.

### **Appeal Rights:**

Any property owner who feels aggrieved by any decision rendered may have certain appeal rights pursuant to the Salt Lake City Ordinance 18.48, Temporary Securing of Buildings.

### **Return completed form to:**

Civil Enforcement, 349 South 200 East, Suite 400, PO Box 145481, SLC, UT 84114

**NOTE:** Permit will expire if work is not completed within ten (10) days from date of permit issuance.

\_\_\_\_\_  
Signature of owner/authorized representative \_\_\_\_\_ Date

## APPLICATION FOR STAY OF BOARDING

I, \_\_\_\_\_ do hereby state that I am the owner/authorized agent for the property located  
(please print name)

At \_\_\_\_\_ (Address of property to be boarded).

I hereby request a stay of boarding for the following reasons:-

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Length of stay requested: \_\_\_\_\_. (Maximum length of stay is four (4) months.)

I understand that this stay of boarding may be denied by the housing official and at that time I understand that I must pay all fees associated with the boarding process. I also understand that I have 7 days from the date of the Building Official's decision to pay the fees. I further understand that if the stay is granted, I have up to 4 months from the date of decision to either board the house, demolish the house, ( with appropriate approvals and permits), or take out a building permit to renovate the property in compliance with all applicable city ordinances. I understand that if I do not comply with these provisions, I may be in violation of Ordinance 18.48 and subject to penalties and fines as outlined in the ordinance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of owner/authorized agent

### FOR OFFICIAL USE ONLY:

Date reviewed: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Building conditions:

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Action taken: Approved Denied signature of Building Official \_\_\_\_\_

Date action taken: \_\_\_\_\_ Length of Stay, if granted: (Maximum 4 months): \_\_\_\_\_

Comments:

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