

SECURED STRUCTURE PERMIT APPLICATION

Athens-Clarke County Building Inspections
Community Protections

(706) 613-3520
Mailing Address
P.O. Box 1868
Athens, GA 30603

(706) 613-3790
Street Address
120 W. Dougherty St.
Athens, GA 30601

PROPERTY INFORMATION:

STREET ADDRESS: _____ SUBDIVISION: _____
BLDG/TENANT #: _____ TAX MAP: _____ BLOCK: _____ PARCEL: _____
PRESENT USE: _____ ZONE: _____
NO. OF BEDROOMS: _____ NO. OF BATHROOMS: _____ NO. OF UNITS: _____ NO. OF STORIES: _____
DESCRIBE PROPOSED FUTURE DISPOSITION OF STRUCTURE: _____

PROPERTY OWNER INFORMATION:

OWNER'S NAME: _____
STREET ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE NUMBER: _____ ALTERNATE PHONE: _____
I PLAN TO SECURE: DUPLEX APARTMENTS CONDO COMMERCIAL SINGLE FAMILY
MANUFACTURED HOME OTHER: _____ EST. COST _____
WILL A CONTRACTOR BE USED TO SECURE THIS STRUCTURE: _____
CONTRACTOR'S NAME: _____ LICENSE NO. _____
ADDRESS: _____
PHONE: _____ ALTERNATE PHONE: _____

**ISSUANCE OF THIS PERMIT DOES NOT CONSTITUTE COMPLIANCE
WITH POSSIBLE NUISANCE ABATEMENT ACTIONS**

PLEASE INITIAL AND SIGN THE BACK OF THIS PAGE (WHITE COPY)

BY SIGNING BELOW I ACCEPT RESPONSIBILITY TO FOLLOW AND ABIDE BY THE ABOVE STATEMENTS AND
REALIZE THAT FAILURE TO MAINTAIN THE ABOVE STRUCTURE IN A SECURED STATUS MAY RESULT IN
ENFORCEMENT ACTION BEING TAKEN AGAINST ME OR THE COMPANY THAT IS REPRESENTED.

APPLICANT SIGNATURE

DATE

THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE I/WE AGREE TO CONFORM TO ALL
LAWS AND ORDINANCES OF ATHENS-CLARKE COUNTY.

APPLICANT SIGNATURE

DATE

FOR OFFICE USE ONLY

DATE APPROVED: _____ PERMIT NO.: _____ MINIMUM FEE: \$250.00

APPLICATION APPROVED: _____ VALUATION: _____ TOTAL DUE: \$_____

ISSUANCE OF THIS PERMIT DOES NOT ALLOW OR IMPLY THE RIGHT TO
VIOLATE ANY CODES OR ORDINANCES ADOPTED BY ATHENS-CLARKE COUNTY

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PERMIT HOLDER AGREES TO THE FOLLOWING: (PLEASE INITIAL EACH)

- (1) It shall be unlawful for a building owner to secure or cause to be secured a building without first obtaining a secured structure permit from the public officer. The owner must apply for and be approved for a secured structure permit and pay the required fees in the amount established in Title 7 Article 10 of this code; and the public officer and/or building official shall then inspect such structure.
- (2) To qualify for secured status; the building must be structurally sound (walls and roof); otherwise, the secured structure permit will be denied.
- (3) The repairs needed to bring the structure into compliance with the Property Maintenance Code must not represent a cost that exceeds one-half of the fair market value of the structure as determined by the current ad valorem tax valuation or by an appraisal by a Georgia licensed appraiser. The property owner must provide, along with the application for a secured structure permit, a cost estimate for repairs and a valuation appraisal of the structure to the public officer for review and approval.
- (4) The property owner must provide, along with the application for a secured structure permit, a schedule of repairs subject to the review and approval of the public officer.
- (5) If the building is structurally sound, nonstructural interior portions (electrical wiring, plumbing, etc) need not comply with appropriate codes while in secured status.
- (6) Building or structure must remain vacant while in secured status.
- (7) The Secured Structure Permit must be posted on the front of the building in a clearly visible location while in secured status.
- (8) All utilities must remain turned off while in secured status unless otherwise approved by the Public Officer.
- (9) Building must be secured, windows and doors covered and secured.
- (10) The Public Officer shall notify the Police Chief and Fire Chief of buildings that have been approved for secured status by the issuance of a secured structure permit and also shall provide notification when the secured status permit has expired or has otherwise been revoked.
- (11) It shall be unlawful for any person to enter or be inside a secured building or structure except for the owner for duly authorized agent. Any person violating any provision of this paragraph shall, upon conviction thereof, be punished as provided in section 1-1-5.
- (12) All secured structures shall be maintained in a manner which minimize the appearance of vacancy, including prompt removal of graffiti.
- (13) All secured structures shall be maintained in a manner which does not create an unreasonable risk of fire, including the removal of weeds and the proper maintenance of grass areas which may constitute a fire hazard. No secured structure or portion thereof may be used for the storage of flammable liquids or other materials which would constitute a safety or fire hazard.
- (14) All secured structures including all adjoining yard areas shall be maintained free of debris, combustible materials, litter, and garbage.
- (15) All exterior surfaces shall be applied with sufficient paint, stucco, or other finishes, in the same color or similar color as the adjoining areas, to weatherproof the vacant structure and to create a sufficient appearance of repair to deter unauthorized occupation.
- (16) It shall be unlawful for any person to remove securing material on a secured building or structure. Any person violating any provision of this paragraph shall, upon conviction thereof, be punished as provided in section 1-1-5.
- (17) The Secured Structure Permit is valid for a period of twelve (12) months from the issue date. The owner may make application for a Secured Structure Permit for an additional twelve month. The owner must provide the documentation listed in (3) and (4) above along with the application and fee. The application for renewal shall be made no later than 30 days prior to the expiration of the current secured structure permit. Renewal of the permit to the approval of the Public Officer and upon denial of the application to renew, the property will be subject to immediate nuisance abatement action. The secured structure permit may be renewed twice for a total of thirty-six (36) months subject to the approval of the Public Officer.
- (18) Periodic inspections of the structure and property will be performed by a code enforcement officer and/or building official. A report detailing the inspector's findings shall be included in the case file. If compliance with all of the requirements of this chapter is not present at the time of the inspection, enforcement action will be taken. In addition, the secured structure permit may be revoked by the Public Officer and nuisance abatement action initiated.
- (19) It shall be unlawful for the holder of the secured building/structure permit during the permit year to violate any of the provisions of paragraphs (1) through (18). Any person violating any provisions of these paragraphs shall, upon conviction thereof, be punished as provided in section 1-1-5.

BY SIGNING BELOW, I ACCEPT RESPONSIBILITY TO FOLLOW AND ABIDE BY THE
ABOVE STATEMENTS AND REALIZE THAT FAILURE TO MAINTAIN THE ABOVE
STRUCTURE IN A SECURED STATUS AS REQUIRED IN SECTION 3-13-4 MAY
RESULT IN ENFORCEMENT ACTION BEING TAKEN AGAINST ME OR THE
COMPANY THAT IS REPRESENTED.

APPLICANT SIGNATURE

DATE