

BOARDED UP BUILDING INSPECTOR CHECKLIST

Address of property to be boarded _____

"A boarded building shall be boarded in a manner which prevents entry to trespassers, animals and exposure to the elements. A boarded building shall be free from conditions increasing the hazards of fire and shall be safe for entry by emergency personnel."

General Ordinance 5128 was approved by City Council on October 29, 2001. It amended Chapter 36 of the Springfield Land Development Code, Articles III and XII. **Section 36-1218 of the ordinance describes a building that is not boarded properly as a "building that is unoccupied and has had any exterior opening covered, or partially covered, in a manner that does not restore the opening back to its original material, design, function and/or intent"**. In other words, if a window has had glass broken out and instead of replacing the glass with glass, the opening was covered with a different material, you have a building that is not boarded properly. This ordinance also applies to buildings that are open and have not been boarded.

The ordinance does not apply to all buildings. It applies only to:

- A) All unoccupied, residential buildings that are, or become, boarded, or partially boarded, and
- B) All unoccupied, non-residential buildings on residentially zoned property, or in any other zoning district that is within 500 feet of residentially zoned property that are, or become boarded or partially boarded with the following exceptions:
 1. All non-residential buildings fronting an Arterial Street, as identified by the Springfield Major Thoroughfare Plan, and zoned non-residential; or
 2. All non-residential buildings on property zoned as Center City or Landmarks District.

To owners, agents and inspectors:

The **CHECKLIST** on the back of this page will be used to determine those locations on the property and areas of the buildings that are in violation of the Boarded Building Ordinance. We are making these checklists available to owners and agents so you are aware of what the inspectors will be checking. This gives you a chance to correct items on your property before the inspector's arrival. This Checklist is not all inclusive.

Inspector's use below and back of page:

Property is zoned: _____

Building is:

Residential _____ Non-residential _____ Within 500 ft of a residential zone _____

Located on an Arterial Street in a non-residential zone _____

Located in Center City or Landmarks District _____

Photographs taken inside and outside on first inspection _____

Photographs taken of property when building is in compliance _____

Once in compliance sign the bottom of the attached **BOARDED UP BUILDING PERMIT APPLICATION** and return this form along with the application to a Permitting Services Representative to issue the Permit. →

EXTERIOR OF MAIN STRUCTURE

List openings and their locations on the structure that are

Not covered _____

Covered by other than one-half inch CDX plywood, tightly fitted to the opening and secured by screws or bolts

Covered by plywood cut and aligned to match the shape of the opening _____

Protected by exterior grade paint or equivalent _____

Comments _____

Date all openings are covered in compliance _____

Locations where the following admit moisture

Roof _____

Fascia _____

Flashings _____

Comments _____

Date all locations are in compliance _____

Locations where the following are not sized, installed, functioning and discharging in an approved manner

Gutters _____

Downspouts _____

Comments _____

Date all locations are in compliance _____

Locations where the property is not free from the following:

Debris _____

Rubbish _____

Garbage _____

Unsanitary conditions _____

Date all locations are in compliance _____

Locations where chimneys, cooling towers, smokestacks and similar appurtenances are not structurally safe

Date all locations are in compliance _____

Locations where fences are not free from debris, rubbish, garbage and fire hazards

Date all locations are in compliance _____

Locations where fences are not structurally safe and/or pose a health hazard

Date all locations are in compliance _____

On sanitary sewer No _____ Yes _____

Where, how and when plugged or capped _____

What utility meters present _____

Date electrical, water and fuel gas service terminated by City Utilities _____

Any wells and/or cisterns present No _____ Yes _____

Date abandoned in accordance with applicable regulations _____

Address numbers posted and clearly visible and readable from street _____

Date in compliance _____ Inspector _____