



## DAMAGED STRUCTURE INSTRUCTIONS

Private property in all zones in the City of Newark occasionally become stricken by natural and man-made disasters such as fire, wind, flood, vehicular collision, structural failure, and others. If such an incident happens, the PROPERTY OWNER must take the following steps immediately following the initial incident to avoid the development of a code violation enforcement action:

**Secure** – Most often when a structure is damaged, the roof, walls, doors, and windows are also damaged due to the disaster and/or the rescue operations. Sometimes there are holes created that leave the structure vulnerable to unauthorized persons that do not have legitimate purposes to enter the buildings (trespassing, vandalism, transients seeking shelter, theft, assaults, drug abuse, etc.). **Within forty-eight (48) hours** of the original incident, secure and maintain the structures openings secure (walls/doors/windows/other openings). The most common methods to for securing the structures are locks, chains, or boarding. In addition, depending on the extent of the damage, a temporary fence may be required to secure the property.

**Clean** – Most often, when there is a damaged structure, there is debris and damaged contents. These conditions are a blight and a hazard to the community. **Within fourteen (14) days** of the initial incident, the debris and damaged contents need to be removed from the structure and all yard areas.

**Contact a structural professional** – Contact a structural professional (state-licensed contractor, engineer, architect and/or the city building inspector) to determine the structural integrity and habitability of the structures that have been damaged. They may give you a list of deficiencies and inform you if the structure may continue to be occupied. Sometimes the extent of the damage to the structures and the required utilities (electric, heat and water) does not allow for continued occupancy until all the repairs are finished with the Building Official's required approvals. Please be advised that most repairs and rebuilds require building permits, passed inspections and final approvals. Such permits are required to be posted at the site.

**Submit professionally prepared plans to the Building Division** – Most building damage require building permits prior to the work commencing. This includes any structural, electrical, plumbing, and mechanical work. Such damage often requires engineering. This is often the case with the proposed re-use of a concrete slab foundation after a fire incident. The PROPERTY OWNER is responsible for the submission of professionally prepared plans to the Building Division **within twenty-one (21) days** of the date of the original incident. Valid building permits are REQUIRED BEFORE any work is started.

**Coordinate the project with Community Preservation Division** – Please coordinate the project with this office to prevent code enforcement actions because the ENTIRE project is not completed in a timely fashion. This includes abandoned projects and unfinished construction that may constitute a code violation. In addition, all permits shall be kept current and valid with timely work and passed inspections per the California Building and Newark Municipal Codes.

Please contact our office if you have any questions at [compres@newark.org](mailto:compres@newark.org) via email or 510.578.4330.

