

CITY OF SPRINGFIELD
BUILDING DEVELOPMENT SERVICES
Checklist to Board-Up your building

Section 36-1252.15.1 of the Springfield City Code states that a building shall be considered boarded in compliance if it prevents entry by trespassers and animals, prevents exposure to the elements, is free from increased hazard from fire, is structurally sound and is safe for entry by emergency services.

To achieve this compliance:

1. Apply for the Board-Up Building (BUB) Permit by submitting the BUB Permit Application and paying the \$200.00 permit fee.
2. The Inspector will contact the Applicant to set a date and time to inspect before Boarding up the Structure. **Before** this Inspection the Applicant must complete the following:
 - The site and structure must be free of all trash and debris
 - Have **all interior water pipes** drained at the lowest point and the water service turned off at the meter by the utility service provider (City Utilities)
 - Have the **electric and fuel gas** services terminated at the building by having the meters removed by City Utilities (417-831-8818)
 - Have the **address number** posted clearly visible and readable from the street
3. Contact the inspector for an inspection and be present for this inspection.

Once the inspector has approved the above inspection, the Applicant shall then complete the following:

4. Have all **openings** weather-tight and secured. All openings, including missing or broken doors and windows, shall be covered with one-half inch CDX plywood, tightly fitted to the opening and secured by screws or bolts. The coverings shall be cut and aligned to match the shape of the opening. The boards shall be weather protected by applying two coats of gray or white exterior grade paint.
5. Contact the Inspector for a **Final Inspection**.
6. Once the final inspection is approved by the inspector, you must obtain the required BUB Permit from Building Development Services at your earliest convenience.
7. The BUB permit will be in effect for 180-days (six months) from date of issuance, if still boarded after this time you will need to obtain a new BUB permit for each 180-day period of time.