

# County of Monroe

## Building Department

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## Board of County Commissioners

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*We strive to be caring, professional, and fair.*

To: Monroe County Building Department, Monroe County Planning & Environmental Resources Department, Construction Industry Members, and Citizens of Unincorporated Monroe County

From: Rick Griffin, Monroe County Building Official

Date: September 18, 2017

Subject: ***Emergency Work Exempted from permitting and Emergency Permits.***

The Monroe County Mayor declared a State of Local Emergency on 9/5/17 and 9/12/17 due to Hurricane Irma. The State of Emergency specified a “threat of danger to the populace inhabiting Monroe County” and that the County “may require expedient action in order to protect the health, safety and welfare of the community.” Due to State of Emergency, certain work will be exempted from requiring a permit, to provide expedient action in order to protect the health, safety and welfare of this community. We are working to help restore your homes and businesses as quickly as possible to a safe condition. Our focus will be permitting to achieve safety.

*Separate memos will be issued to address:*

- *the resumption of inspection services of already permitted work*
- *Mobile homes and manufactured homes.*
- *Temporary Recreational Vehicles (RVs) adjacent to Existing Damaged Homes*
- *Temporary Recreational Vehicles at Non-Residential Properties*
- *In the near future, we will also issue a memo regarding the opening of the Murray Nelson, Key Largo permitting office, located at the 102050 Overseas Highway, for Emergency Permit Issuance. We are working on restoring our systems for communication and permit issuance.*

## **EXEMPTED WORK IN UNINCORPORATED MONROE COUNTY:**

**Permit exemptions due to a Hurricane.** The following emergency work shall be exempted from requiring a permit, prior to the time periods specified below:

- (1) **No permit shall be required where imminent danger to life or safety exists or to prevent further property damage caused by the Hurricane.** Property owners may make necessary repairs to the minimum extent necessary without a permit; however, photographs should be taken before and after the necessary repairs. This exemption from the permitting requirements shall be for a period of 60 days from the declared state of emergency.

**EXEMPTED PERMITTING DURING A STATE OF EMERGENCY  
September 12, 2017 to November 11, 2017**

- (2) **No permit shall be required for any residential work involving the replacement of 300 square feet or less of storm damaged roof.** This exemption from the permitting requirement shall be for a period of 60 days from the declared state of emergency.

**EXEMPTED PERMITTING DURING A STATE OF EMERGENCY  
September 12, 2017 to November 11, 2017**

- (3) **No permit shall be required for any work involving the demolition/removal of dry wall, cabinet and vanities, heating/cooling and electrical systems, and floor coverings in flooded structures, and demolition of storm damaged accessory structures or docks, seawalls, and lifts.** This exemption from the permitting requirement of this chapter shall be for a period of 90 days from the declared state of emergency.

**EXEMPTED PERMITTING DURING A STATE OF EMERGENCY  
September 12, 2017 to December 12, 2017**

Example the types of emergency work that is permissible without a building permit includes:

- *Temporary roof repairs with plywood or plastic sheeting* to make structures habitable or to prevent continuing damage due to rain and wind to building and exteriors;
- *Covering exterior wall and window openings with plywood or plastic sheeting;*
- *Repairs to interior ceilings* to make buildings habitable or to drain accumulated flood waters;
- *Repairs to steps and railings (Remounting or Replacing requires permit);*
- *Replacing window panes only;*
- *Temporary stabilization* measures to avoid imminent building or structure collapse (Permit and inspection required if occupied);
- Removal & replacement of flooring;
- Removal & replacement of cabinets;
- Roof repair of less than 300 square feet; and
- Demolition of screened enclosure.

**EMERGENCY WORK PERMITS:**

**Any work that is not exempted (see above) shall require an emergency permit.** Emergency work permits are for the repair of buildings (this applies to buildings that would normally require a certificate of occupancy) where delay would clearly have placed life or property in imminent danger.

**HIRE LICENSED CONTRACTORS TO PERFORM THIS WORK!**

**No work will be authorized, emergency repairs or otherwise, to enclosed areas below base flood elevation (BFE) that is NOT solely used for limited storage, parking or entryways.**

**All emergency permits are subject to the Monroe County floodplain management regulations (Chapter 122 of the Monroe County Code).**

**WARNING: The County is required to inspect all structures to determine whether substantial flood damage has occurred.**

**At your risk: If emergency permits are issued to a building that is determined to be substantially damaged (cost of repairs exceed 50% of the building value) from flooding by IRMA during this required inspection, the building will later be required to meet floodplain regulations (Chapter 122 of the Monroe County Code). This means the building will be required to be constructed above the minimum required flood elevation to prevent future flooding during time of a disaster.**

**BELOW ARE THE BUILDING PERMIT TYPES AND THE PRIORITIZATION DURING THIS LOCAL STATE OF EMERGENCY:**

As soon as the Building Department can open its Key Largo permitting office, the Building Department will review building permit applications and conduct inspection activities for the following emergency permits:

1. Commercial & Residential Roofing
2. Reconnect/Safety Electrical
3. Electric
4. Plumbing
5. Electric/Sewer Tie in
6. Plumbing/Sewer Tie in
7. AC Replacements within the same footprint and above base flood elevation
8. Commercial & Residential Component New/Replace
9. Stairs
10. LP Gas
11. Temporary RV/Emergency Housing
12. Temporary Use/Structure/Tents
13. Gas/Fuel Tanks (Above Ground/In Ground)
14. Foundation & Piling
15. Commercial & Residential Remodel/Repair Exterior/Interior
16. Generator Auxiliary/Building
17. Shutters
18. Demolition of other items outside of the items exempt from permitting

**No new permit applications will be accepted, other than items 1-18 above, until further notice to ensure we can focus on restoring your homes and businesses as quickly as possible to a safe condition.**

The Building, Planning, and Environmental Departments will work with you to restore life safety during this Local State of Emergency.

**NOTE:** Upon notice from the building official, work on any building, structure, electrical, gas, mechanical or plumbing system that is being done contrary to the provisions of the Building Code or in a dangerous or unsafe manner, shall immediately cease.