



2023 Snow Damage – Return to Occupancy

Placard Definitions:

- Red Tag
 - Property has been deemed unsafe and entry is limited to authorized personnel such as the Engineer of Record or the Licensed Contractor ONLY as supervised by a Town Official.
- Yellow Tag
 - Limited entry is allowed in order to obtain items or to abate the problem for which the tag was issued ONLY with permission from a Town Official.
- Green Tag
 - Property has been deemed habitable.

Procedures to return to normal occupancy from an existing Red or Yellow Tag:

General Process

- Owner / Occupant must seek private-side engineering report deeming that the property is safe for occupancy.
- Building Division must receive stamped, signed, written proof from a licensed structural engineer in person or to the email address above prior to issuance of a Green Tag.

Properties tagged due ONLY to heavy snow load:

- After removal of snow and obtaining the licensed structural engineer's approval, owner / occupant will call for Town inspection (760) 965-3639.
- Town inspector will review the property and place a Green Tag if all criteria have been met; if not, inspector will inform owner / occupant of necessary next steps.

Properties tagged where damage has occurred but a licensed structural engineer has determined that no repairs are necessary:

- After obtaining the licensed structural engineer's approval, owner / occupant will provide the Building Division with a copy of the stamped, signed document in person or digitally to the email address above.
- Owner / occupant will call for Town inspection (760) 965-3639.
- Town inspector will review the property and place a Green Tag if all criteria have been met; if not, inspector will inform owner / occupant of necessary next steps.

Properties tagged where damage has occurred and repairs are necessary prior to safe occupancy:

If **temporary shoring** is prescribed in order to expedite occupancy,

- the normal permitting process will apply where a complete submittal will include plans stamped and signed by a licensed structural engineer.
- These applications will be expedited with a return to occupancy as the focus.
- Upon final inspection of the temporary shoring project, the Town inspector will issue a Green Tag with the following caveat:
 - Permanent, permitted repairs **MUST be completed by 10/01/2023** or the property will be deemed unsafe and a Red Tag will be issued.
 - Applicant must submit a new application for the permanent repairs, which will include plans stamped and signed by a licensed structural engineer in order to be considered a complete submittal.

When permanent repairs are to take place,

- the normal permitting process will apply where a complete submittal will include plans stamped and signed by a licensed structural engineer.
- Depending upon the extent of the repair, these submittals may be routed to an external entity for plan review and may require Planning and Engineering Division approvals as well as approvals from outside agencies prior to permit issuance.
- Upon final inspection of the permanent repair project, normal occupancy will be permitted.