

(706) 613-3520  
Mailing Address  
P.O. Box 1868  
Athens, GA 30603

**SECURED STRUCUTRE  
PERMIT APPLICATION**  
Athens-Clarke County Building Inspections  
Community Protections

(706) 613-3790  
Street Address  
120 W. Dougherty St.  
Athens, GA 30601

**PROPERTY INFORMATION:**

STREET ADDRESS: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_  
BLDG/TENANT #: \_\_\_\_\_ TAX MAP: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PARCEL: \_\_\_\_\_  
PRESENT USE: \_\_\_\_\_ ZONE: \_\_\_\_\_  
NO. OF BEDROOMS: \_\_\_\_\_ NO. OF BATHROOMS: \_\_\_\_\_ NO. OF UNITS: \_\_\_\_\_ NO. OF STORIES: \_\_\_\_\_  
DESCRIBE PROPOSED FUTURE DISPOSTION OF STRUCTURE: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

OWNER'S NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

I PLAN TO SECURE: DUPLEX ☐ APARTMENTS ☐ CONDO ☐ COMMERCIAL ☐ SINGLE FAMILY ☐  
MANUFACTURED HOME ☐ OTHER: \_\_\_\_\_ EST. COST \_\_\_\_\_  
WILL A CONTRACTOR BE USED TO SECURE THIS STRUCTURE: \_\_\_\_\_  
CONTRACTOR'S NAME: \_\_\_\_\_ LICENSE NO. \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

**ISSUANCE OF THIS PERMIT DOES NOT CONSTITUTE COMPLIANCE  
WITH POSSIBLE NUISANCE ABATEMENT ACTIONS**

**PLEASE INTIAL AND SIGN THE BACK OF THIS PAGE (WHITE COPY)**

BY SIGNING BELOW I ACCEPT RESPONSIBILITY TO FOLLOW AND ABIDE BY THE ABOVE STATEMENTS AND  
REALIZE THAT FAILURE TO MAINTAIN THE ABOVE STRUCTURE IN A SECURED STATUS MAY RESULT IN  
ENFORCEMENT ACTION BEING TAKEN AGAINST ME OR THE COMPANY THAT IS REPRESENTED.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE I/WE AGREE TO CONFORM TO ALL  
LAWS AND ORDINANCES OF ATHENS-CLARKE COUNTY.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

DATE APPROVED: \_\_\_\_\_ PERMIT NO.: \_\_\_\_\_ MINIMUM FEE: \$250.00

APPLICATION APPROVED: \_\_\_\_\_ VALUATION \_\_\_\_\_ TOTAL DUE : \$ \_\_\_\_\_

ISSUANCE OF THIS PERMIT DOES NOT ALLOW OR IMPLY THE RIGHT TO  
VIOLATE ANY CODES OR ORDINANCES ADOPTED BY ATHENS-CLARKE COUNTY

**SECURED STRUCTURE  
PERMIT APPLICATION**  
Athens-Clarke County Building Inspection  
Community Protection Division  
Page 2

PERMIT HOLDER AGREES TO THE FOLLOWING: (PLEASE INITIAL EACH)

- \_\_\_\_ (1) It shall be unlawful for a building owner to secure or cause to be secured a building without first obtaining a secured structure permit from the public officer. The owner must apply for and be approved for a secured structure permit and pay the required fees in the amount established in Title 7 Article 10 of this code; and the public officer and/or building official shall then inspect such structure.
- \_\_\_\_ (2) To qualify for secured status; the building must be structurally sound (walls and roof); otherwise, the secured structure permit will be denied.
- \_\_\_\_ (3) The repairs needed to bring the structure into compliance with the Property Maintenance Code must not represent a cost that exceeds one-half of the fair market value of the structure as determined by the current ad valorem tax valuation or by an appraisal by a Georgia licensed appraiser. The property owner must provide, along with the application for a secured structure permit, a cost estimate for repairs and a valuation appraisal of the structure to the public officer for review and approval.
- \_\_\_\_ (4) The property owner must provide, along with the application for a secured structure permit, a schedule of repairs subject to the review and approval of the public officer.
- \_\_\_\_ (5) If the building is structurally sound, nonstructural interior portions (electrical wiring, plumbing, etc) need not comply with appropriate codes while in secured status.
- \_\_\_\_ (6) Building or structure must remain vacant while in secured status.
- \_\_\_\_ (7) The Secured Structure Permit must be posted on the front of the building in a clearly visible location while in secured status.
- \_\_\_\_ (8) All utilities must remain turned off while in secured status unless otherwise approved by the Public Officer.
- \_\_\_\_ (9) Building must be secured, windows and doors covered and secured.
- \_\_\_\_ (10) The Public Officer shall notify the Police Chief and Fire Chief of buildings that have been approved for secured status by the issuance of a secured structure permit and also shall provide notification when the secured status permit has expired or has otherwise been revoked.
- \_\_\_\_ (11) It shall be unlawful for any person to enter or be inside a secured building or structure except for the owner or duly authorized agent. Any person violating any provision of this paragraph shall, upon conviction thereof, be punished as provided in section 1-1-5.
- \_\_\_\_ (12) All secured structures shall be maintained in a manner which minimize the appearance of vacancy, including prompt removal of graffiti.
- \_\_\_\_ (13) All secured structures shall be maintained in a manner which does not create an unreasonable risk of fire, including the removal of weeds and the proper maintenance of grass areas which may constitute a fire hazard. No secured structure or portion thereof may be used for the storage of flammable liquids or other materials which would constitute a safety or fire hazard.
- \_\_\_\_ (14) All secured structures including all adjoining yard areas shall be maintained free of debris, combustible materials, litter, and garbage.
- \_\_\_\_ (15) All exterior surfaces shall be applied with sufficient paint, stucco, or other finishes, in the same color or similar color as the adjoining areas, to weatherproof the vacant structure and to create a sufficient appearance of repair to deter unauthorized occupation.
- \_\_\_\_ (16) It shall be unlawful for any person to remove securing material on a secured building or structure. Any person violating any provision of this paragraph shall, upon conviction thereof, be punished as provided in section 1-1-5.
- \_\_\_\_ (17) The Secured Structure Permit is valid for a period of twelve (12) months from the issue date. The owner may make application for a Secured Structure Permit for an additional twelve month. The owner must provide the documentation listed in (3) and (4) above along with the application and fee. The application for renewal shall be made no later than 30 days prior to the expiration of the current secured structure permit. Renewal of the permit to the approval of the Public Officer and upon denial of the application to renew, the property will be subject to immediate nuisance abatement action. The secured structure permit may be renewed twice for a total of thirty-six (36) months subject to the approval of the Public Officer.
- \_\_\_\_ (18) Periodic inspections of the structure and property will be performed by a code enforcement officer and/or building official. A report detailing the inspector's findings shall be included in the case file. If compliance with all of the requirements of this chapter is not present at the time of the inspection, enforcement action will be taken. In addition, the secured structure permit may be revoked by the Public Officer and nuisance abatement action initiated.
- \_\_\_\_ (19) It shall be unlawful for the holder of the secured building/structure permit during the permit year to violate any of the provisions of paragraphs (1) through (19). Any person violating any provisions of these paragraphs shall, upon conviction thereof, be punished as provided in section 1-1-5.

BY SIGNING BELOW, I ACCEPT RESPONSIBILITY TO FOLLOW AND ABIDE BY THE ABOVE STATEMENTS AND REALIZE THAT FAILURE TO MAINTAIN THE ABOVE STRUCTURE IN A SECURED STATUS AS REQUIRED IN SECTION 3-13-4 MAY RESULT IN ENFORCEMENT ACTION BEING TAKEN AGAINST ME OR THE COMPANY THAT IS REPRESENTED.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE