



City of Harlem, Georgia
"Making a Difference Together"

320 North Louisville Street
Harlem, GA 30814
1-706-556-0043
Fax: 706-556-0604
www.harlemga.org

Application Fee: \$25.00
Annual Inspection Fee: \$25.00
Per Ordinance 102-40 (b)

Mothballing Application/Permit Form

Address of the structure to be mothballed _____ Parcel ID# _____

Owner of property _____ Street Address _____

City _____ State _____ Zip Code _____ Phone Number _____

Contact Person (Responsible for Maintenance) _____ Street Address _____

City _____ State _____ Zip Code _____ Phone Number _____

This form serves as both the application and permit for mothballing of a vacant structure. Please fill out the above information. A contact person for property maintenance is required and it is the sole responsibility of the property owner to update this information with the Community Development Department. The procedure is as follows:

1. Register vacant building with the Community Development Department.
2. Apply for mothballing permit (\$25.00 fee). Note that all fees are non-refundable.
3. Owner will be given a copy of the Mothballing Procedures.
4. Owner has 90 days to complete mothballing process and within 10 days of completing mothballing procedure shall contact the Community Development Department for an initial compliance inspection. If the owner has not substantially complied with the regulations, the Department shall issue a note of non-acceptance. The owner will have 30 days from the date of the inspection within which to take corrective action. The owner may be subject to other enforcement proceedings if the Department notes the structure as nonacceptance during a follow-up compliance inspection. The Community Development Department may extend the completion period up to 90 days based on unusual circumstances and financial hardships.
5. The Harlem Building Official will conduct annual inspections of all vacant structures.

For Office Use Only

Total amount paid _____ Cash ___ Check ___ Check # _____ Credit Card ___ Received by _____

Date _____ Application Checked by: _____

Owner given a copy of Mothballing Procedures? _____

Initial Compliance Inspection

Date _____ Accept Deny

Annual Inspection

Date _____ Accept Deny

Comments

Mothballing Procedures

The three highest priorities for a mothballed building are:

1. To protect the building from sudden loss.
2. To weatherize and maintain the property to stop moisture penetration
3. To control the humidity levels inside once the building has been secured.

A properly mothballed building will have a watertight roof, secured doors and windows, repaired or stabilized rot problems, painted wood, repaired masonry, and well-maintained grounds. All trash, debris, and garbage should be from inside, outside, and under the house. To ensure compliance with the ordinance, the property owner, at a minimum, should take the following actions:

Area of Building	Action
Roof	Should be weather tight. Missing shingles should be replaced and holes should be repaired. Rolled roofing is acceptable as a temporary repair material but if it is used, it must be securely installed.
Windows	Cover on the exterior with a high-grade plywood cut to fit within the window opening. Attach the plywood with screws to minimize damage to the window when they are removed. Coverings should be painted a flat color (such as dark gray or black, or a color that matches the building).
Plumbing	Water should be turned off and all pipes drained. If the building has a fire sprinkler system, it should remain operational.
Electrical System	All electrical systems not necessary for security, fire prevention, and/or ventilation should be disconnected.
Exterior Walls and Surfaces	Walls and surfaces shall be free of breaks, holes, and loose or missing materials to prevent deterioration. All exterior surfaces shall be repaired and protected from the elements (including but not limited to porches, decks, balconies, and fences). All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion. Gutters should be cleaned and inspected to verify that they discharge away from the building. Corrective measures should be taken as necessary.
Crawlspace and Basement	Potential points for water intrusion should be blocked and the water diverted away from the building. However, basement and crawlspace ventilation shall be maintained.
Architectural Elements	Brackets and architectural elements that are loose should be documented, removed, and stored on site. Securely attached materials should not be removed.
Chimneys	Block all chimney openings with heavy duty wire mesh to prevent animal intrusion.
Building Ventilation	Provide adequate ventilation for the building. Small openings covered with heavy duty wire mesh may be adequate. In humid climates, forced air ventilation may be necessary.

Vegetation	Prune back all vegetation around the building a minimum of 12 inches to allow for good airflow. Overhanging dead tree limbs and branches should be removed. The property grounds shall be maintained at all times (including bushes, beds, and other vegetation), the grass shall not exceed 6 inches in height and the property shall be kept free of trash and debris at all times.
Monitoring and Maintenance	Establish a monitoring and maintenance schedule for the building. The schedule, at a minimum, should require that a drive-by inspection be performed on a monthly basis, a walk around inspection be done every three months, and that the building be entered and inspected annually.

*Note that buildings in the Harlem Historic Districts should consult “Preservation Brief 31: Mothballing Historic Buildings” (available from the National Park Service for free) as well before performing mothballing procedures.

Completion Period

Owners of vacant structures shall have 90 days from the date of issuance of the mothballing permit to complete mothballing of the building in compliance with these procedures and regulations adopted by the Planning Commission and approved by the City Council or regulations adopted by the City Council. The Planning & Zoning Department may extend the completion period up to 90 days based on unusual circumstances and financial hardships.

Initial Compliance Inspection

The Harlem Building Official will conduct an initial mothballing compliance inspection of the building and shall issue an acceptance certificate if the property owner has substantially complied with the requirements as set forth by these procedures and in regulation adopted by the Planning Commission and approved by the City Council or regulations adopted by the City Council. If the owner has not substantially complied with the requirements, the Harlem Building Official shall issue a note of non-acceptance during the initial compliance inspection and shall provide the owner with a copy of the noted deficit areas. The building owner will have 30 days from the date of the inspection within which to take corrective action(s) and request another compliance inspection. The owner may be subject to other enforcement proceedings under this code if the Department notes the structure as noncompliant during a follow-up compliance inspection.

Annual Compliance Inspections

To ensure compliance, the Harlem Building Official will conduct annual inspections of all mothballed buildings.

Mothballing Inspection Form

Address _____

Owner _____ Date _____

Inspector _____ Approve Deny

Area of Building	Action	Assessment
Roof	Should be weather tight. Missing shingles should be replaced and holes should be repaired. Rolled roofing is acceptable as a temporary repair material but if it is used, it must be securely installed.	
Windows	Cover on the exterior with a high-grade plywood cut to fit within the window opening. Attach the plywood with screws to minimize damage to the window when they are removed. Coverings should be painted a flat color (such as dark gray or black, or a color that matches the building).	
Plumbing	Water should be turned off and all pipes drained. If the building has a sprinkler system, it should remain operational.	
Electrical System	All electrical systems not necessary for security, fire prevention, and/or ventilation should be disconnected.	
Exterior Walls and Surfaces	Walls and surfaces shall be free of breaks, holes, and loose or missing materials to prevent deterioration. All exterior surfaces shall be repaired and protected from the elements (including but not limited to porches, decks, balconies, and fences). All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion. Gutters should be cleaned and inspected to verify that they discharge away from the building. Corrective measures should be	

	taken as necessary.	
Crawlspace and Basement	Potential points for water intrusion should be blocked and the water diverted away from the building. However, basement and crawlspace ventilation shall be maintained.	
Architectural Elements	Brackets and architectural elements that are loose should be documented, removed, and stored on site. Securely attached materials should not be removed.	
Chimneys	Block all chimney openings with heavy duty wire mesh to prevent animal intrusion.	
Building Ventilation	Provide adequate ventilation for the building. Small openings covered with heavy duty wire mesh may be adequate. In humid climates, forced air ventilation may be necessary.	
Vegetation	Prune back all vegetation around the building a minimum of 12 inches to allow for good airflow. Overhanging dead tree limbs and branches should be removed. The property grounds shall be maintained at all times (including bushes, beds, and other vegetation), the grass shall not exceed 6 inches in height and the property shall be kept free of trash and debris at all times.	

Comments