

BROWARD COUNTY CODE ENFORCEMENT BOARD-UP PROCESS

The following guidelines are established for the purpose of abating public nuisance violations resulting from unsecured vacant and abandoned single-family and two-family (duplex) properties.

Requirements

- Quotes must reflect overall costs per building, as well as a breakdown for the cost per opening with respect to the required materials identified in the Board-Up Procedures.
- Jobsite meeting - Contractor required to meet with Code Enforcement Supervisor and Contract Administrator confirming number of openings for boarding and review of board-up procedures prior to commencing work.
- Contract Administrator must approve changes to the job scope, pricing and any additional services in writing.
- Notice to Proceed must be issued prior to commencing work.
- Contractors must be courteous & respectful to residents and visitors at all times.

Commence Board-Up

- Board-up commences within seven (7) calendar days (excluding County observed holidays) after receiving the Notice to Proceed unless otherwise approved by the Contract Administrator.
- Contractor must provide Code Enforcement Supervisor minimum 24-hours advance notice of scheduled start date and time.
- Code Enforcement Supervisor arranges property clearance inspection by Broward Sheriff Office.

Broward Sheriff Office asked to inspect property and confirm that there are no persons or animals on the interior or exterior of the property prior to contractor's initial access of the property on a daily basis. Contractor assumes responsibility for the jobsite from the time they access the property to begin work until they exit the property on a daily basis or board-up compliance confirmed.

Contractor must notify Code Enforcement Supervisor and Contract Administrator if structure not completely boarded when contractor exits the property for the day. Contractor should not leave jobsites unmonitored unless weather conditions create safety hazards or Contract Administrator or designee agrees that unforeseen circumstances create safety hazards.

- Contractor must take photos of the entire property, including all openings to be boarded, with full exterior view of structures prior to boarding.

Board-Up Procedures

- Contractors must supply their own portable power and water on jobsite as needed. Power and water connections on the property will not be available for use.
- Removal of personal property prohibited. Awnings, shutters, or any other appurtenances removed to complete board-up must be placed inside of the structure.
- Contractor and hired workers are not to damage any component of the structure. Structure not to be altered except boarding of openings as outlined in board-up procedures.
- Neighboring properties are not to be used to access jobsite.
- Use 5/8" CDX plywood to board unsecured openings (windows, doors, a/c openings, etc.) allowing access the interior of the property.
- Secure plywood with a minimum 4" bearing on the outside of the masonry walls, using 2/1/4" hex head tapcons with integral washers; spaced every 12" on center maximum; For wood framed structures, use heavy duty wood screws, also at 12" on center. Use 2 X 4's backers where plywood splices are necessary.
- After boarding is confirmed in compliance, contractor must paint plywood securing openings as directed by Contract Administrator or designee.
- Completion of board-up and invoice submitted within forty-eight (48) hours after commencement.
- Problems or questions during installation must be directed to Code Enforcement Supervisor and Contract Administrator or designee immediately.

Completion and Debris Removal

- Contractor responsible to clean property grounds, remove all debris generated from board-up, and properly dispose of the same at their expense.
- Upon completion of board-up and removal of trash and debris generated from board-up, the Contractor shall email a Completion Report (sample attached) to the Contract Administrator or designee. Completion Report must indicate all work performed and include before and after photos of all openings boarded with full exterior view of boarded structures.
- Code Enforcement Supervisor or designee shall perform post-board inspection and e-mail notification of corrective work needed to contractor and Contract Administrator on day of post board-up inspection. Contractor must complete all corrective work within 24 hours of notification at no cost to the County.

Payment

- Payment authorized by Contract Administrator or designee following post-board compliance e-mail.

Please Direct Questions to:

Resilient Environment Department

URBAN PLANNING DIVISION

Code Enforcement Section

1 North University Drive, Suite 1300-A • Plantation, Florida 33324

Telephone 954-357-9794 • Email: CodeComplaint@broward.org