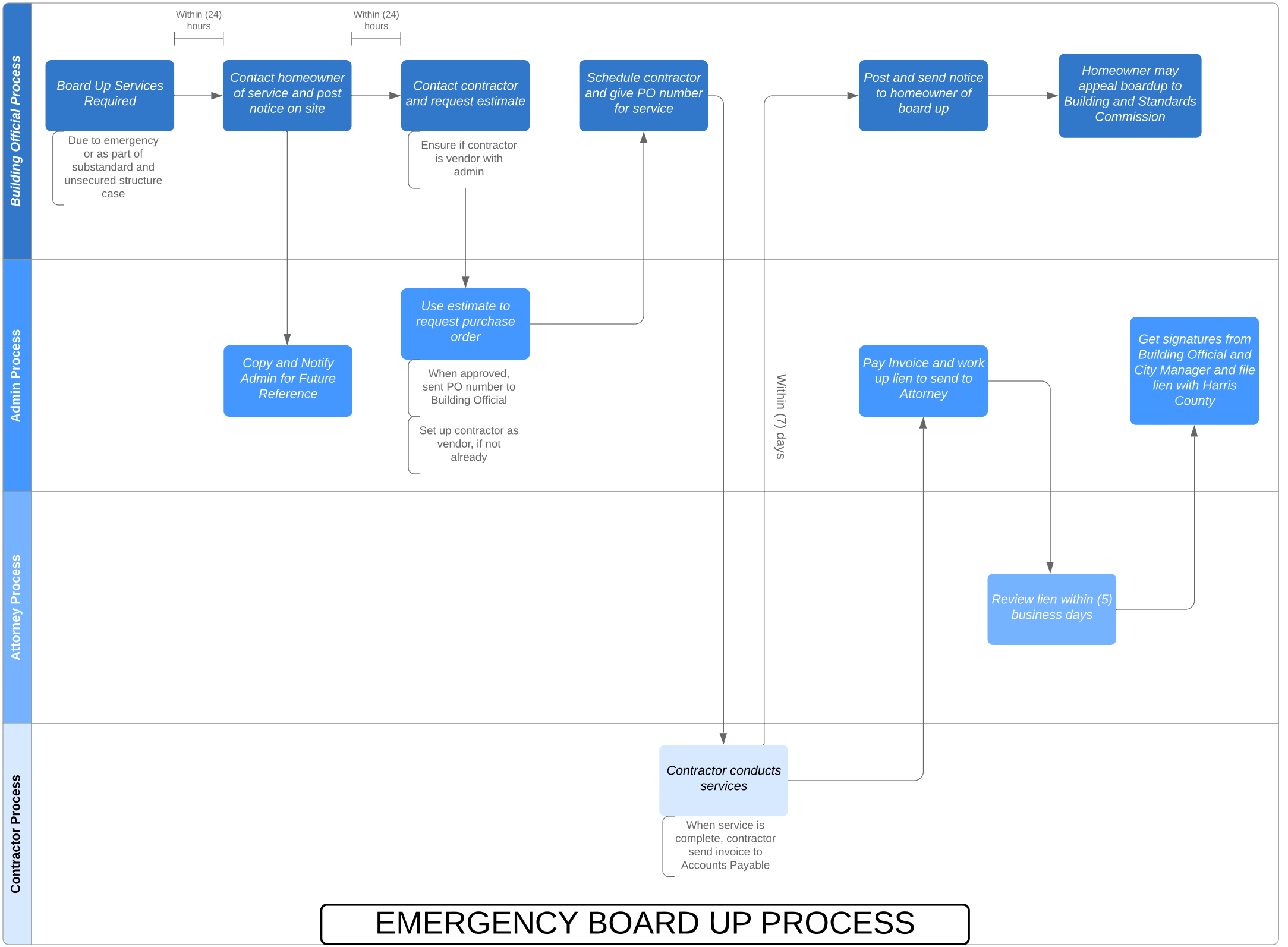
Building Official Process
Admin Process
Attorney Process
Contractor Process
Within (24) hours
Within (24) hours
Board Up Services Required
Due to emergency or as part of substandard and unsecured structure case
Contact homeowner of service and post notice on site
Contact contractor and request estimate
Ensure if contractor is vendor with admin
Schedule contractor and give PO number for service
Post and send notice to homeowner of board up
Homeowner may appeal boardup to Building and Standards Commission
Copy and Notify Admin for Future Reference
Use estimate to request purchase order
When approved, sent PO number to Building Official
Set up contractor as vendor, if not already
Within (7) days
Pay Invoice and work up lien to send to Attorney
Get signatures from Building Official and City Manager and file lien with Harris County
Review lien within (5) business days
Contractor conducts services
When service is complete, contractor send invoice to Accounts Payable
EMERGENCY BOARD UP PROCESS