



Department of Community Development (Created 2017)

## Standard Operating Procedures Storm Damage Recovery Permit

If you were damaged in the recent Harvey Storm Event the city of Seabrook asks that you help us track repair costs in our community. Please fill out a [Seabrook Building Permit Application](#) , and check “Other” in the type of work section and note “Harvey Damage Repair”. You may continue to remove damaged material from your home before submitting for or receiving a Storm Damage Recovery Permit.

1. Building permit – Along with the building permit application we ask that you include the following:
  - 1.1 An itemized list of work or materials with approximate cost for each, along with a total for all work (See back of this page for example).
  - 1.2 If you have any photographs of damage showing:
    - Hi water marks, in your home or business.
    - Lost or broken exterior components (shingles, windows, doors, Etc.)Please attach them (1 to 5 photos).
2. Cover Inspection - Once you have removed all of your damaged materials and before re-installing sheetrock and interior finishes, call for a cover inspection.
3. Final Inspection – Once you have completed all repairs call for a final inspection to verify finalization of all work per your approved permit and to close you permit.

Please Note that repair or replacement of electrical mechanical and plumbing system components may require that a licensed contractor pull a separate trade permit for those repairs.

