

CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Fire

AGENDA DATE: Introduction: August 25, 2015  
Public hearing: September 1, 2015

CONTACT PERSON/PHONE: Samuel Peña (Fire Chief) 485-5605  
Orlando Arriola (Fire Marshal) 240-9962

DISTRICT(S) AFFECTED: All Districts (city-wide)

STRATEGIC GOAL: Goal 2: Set the Standard for a Safe and Secure City

SUBJECT:

An Ordinance amending Title 18 (Building and Construction), Chapter 18.40 (vacant buildings) of the City Code in its entirety relating to all provisions, to require securing of vacant premises by owners, establishing administrative procedures, providing for appeal; the penalty being as provided in section 18.02.111 (Violations and Penalties) of the El Paso City Code.

BACKGROUND / DISCUSSION:

Please see attachment: Ch. 18.40 Vacant Premises Ordinance

The proposed ordinance is in alignment with the City's strategic goals and strategies to include: implementation of effective code enforcement to reduce nuisances and improve overall health and safety; providing for business-friendly permitting and inspection processes; and support streamlining processes to provide a solid foundation for economic development.

PRIOR COUNCIL ACTION:

CHAPTER 18.40 VACANT BUILDINGS (*Ord. No. 17968, § 1, 3-5-2013*)

AMOUNT AND SOURCE OF FUNDING:

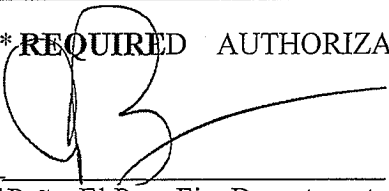
N/A

BOARD / COMMISSION ACTION:

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

DEPARTMENT HEAD:

  
Samuel Peña, El Paso Fire Department, Fire Chief

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 18 (BUILDING AND CONSTRUCTION), CHAPTER 18.40 (VACANT BUILDINGS) OF THE CITY CODE IN ITS ENTIRETY RELATING TO ALL PROVISIONS, TO REQUIRE SECURING OF VACANT PREMISES BY OWNERS, ESTABLISHING ADMINISTRATIVE PROCEDURES, PROVIDING FOR APPEAL; THE PENALTY BEING AS PROVIDED IN SECTION 18.02.111 (VIOLATIONS AND PENALTIES) OF THE EL PASO CITY CODE.**

**WHEREAS**, the City Council desires to amend Chapter 18.40 (Vacant Buildings) of the City Code:

**WHEREAS**, neglected and abandoned premises reduce the value of nearby properties; and

**WHEREAS**, unoccupied and unsecured premises can invite and conceal criminal activity; and

**WHEREAS**, the El Paso City Code was adopted to promote the health, safety, morals and general welfare of the community; and

**WHEREAS**, Title 18 (Building and Construction Administrative Code) provides for the administration and enforcement of technical codes; and

**WHEREAS**, El Paso's Strategic Plan 2015 calls for the creation of an environment conducive to strong, sustainable economic development; and

**WHEREAS**, El Paso's Strategic Plan 2015 enumerates strategies that set standards for a safe and secure city and to promote the visual image of El Paso; and

**WHEREAS**, a Vacant Premise Ordinance is a proactive approach to prevent fire and medical incidents; and

**WHEREAS**, an effective Vacant Premise Ordinance averts environmental and visual nuisances engendered by vacant spaces; and

**WHEREAS**, a Vacant Premise Ordinance helps to conserve buildings for future reuse, contributing to economic viability and enhancement of an area's aesthetic identity; and

**WHEREAS**, the Vacant Building Taskforce created a procedure to provide affirmative maintenance requirements and implement the Strategic Plan strategy of providing business friendly permitting and inspection processes;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO, TEXAS:**

Section 1. That Chapter 18.40 of the El Paso City Code is amended in its entirety to read as follows:

**Chapter 18.40 VACANT PREMISES**

**Sections:**

18.40.010 Purpose of chapter.

18.40.020 Definitions.

18.40.030 Vacant premises permit.

18.40.040 Determination and notice of vacant premises.

18.40.050 Appeal process.

18.40.060 Insurance requirements.

18.40.070 Investigation.

18.40.080 Vacant premises inspection fees.

18.40.090 Delivery of notices.

18.40.100 Inspections and enforcement.

18.40.110 Safeguarding of vacant premises.

18.40.120 Penalty.

18.40.130 Severability.

18.40.140 Safeguarding standards.

18.40.010 Purpose of chapter.

- A. The purpose of this chapter is to establish a program for identifying and safeguarding vacant premises; to determine and establish the responsibilities of owners of vacant premises; to ensure that vacant premises are maintained in compliance with applicable city code and to encourage their rehabilitation and/or demolition in efforts to minimize wider community deleterious effects.
- B. The city council finds, determines and declares that buildings which remain vacant and unoccupied in whole or in part for any appreciable period of time become a harborage for rodents, an invitation for illegal occupancy and for illegal activities, as well as a fire hazard, and that unkempt grounds surrounding the property invites dumping and rubbish thereon, that such buildings become dilapidated, contribute to commercial and residential blight, depress market values of surrounding property, require additional government services, endanger the public safety and health, and generally remain detrimental to the public good.
- C. In order to protect the health, safety, and welfare of the citizens of the City of El Paso, to preserve and enhance livability, preserve property values of surrounding buildings, and to ensure that vacant premises are promptly safeguarded, rehabilitated and/or demolished as

appropriate, it is the policy of the city to address the safeguarding, rehabilitation or demolition of vacant premises in accordance with applicable code provisions and due process requirements.

#### 18.40.020 Definitions.

Unless otherwise expressly stated, the following terms shall for the purpose of this article, have the meanings indicated in this section:

- A. "Occupied" means any portion of a building or structure designed for human occupancy that is being used by an individual for any purpose.
- B. "Owner" means a person, agent or entity in whom is vested the ownership or title of real property, including, but not limited to:
  - 1. The holder of fee simple title;
  - 2. The holder of a life estate;
  - 3. The holder of a leasehold estate that includes the vacant portions of the building;
  - 4. The named grantee in the last recorded deed; and
  - 5. A mortgagee, receiver, executor, or trustee in control of real property;
- C. "Safeguard" or "safeguarding" means the securing of vacant premises or portions thereof in an approved manner so that exterior and interior openings accessible to other tenants or unauthorized persons shall be boarded, locked, blocked or otherwise protected to prevent entry by unauthorized individuals.
- D. "Vacant premises" means any building (other than a single-family home, duplex or triplex), structure, or portion thereof, that is temporarily unoccupied in whole or in part, regardless of structural condition, and to which any one of the following conditions apply:
  - 1. The city has issued an order to the owner of the building or structure requiring that it be boarded up, fenced, or otherwise secured in an approved manner pursuant to Section 214.001 Texas Local Government Code; or
  - 2. The city has issued a notice of violation of Chapters 9.52 or 18.50 of the City Code to the owner of the building or structure.

18.40.030 Vacant premises permit.

- A. A vacant premises permit is required for vacant premises as defined in this chapter.
- B. The owner or the owner's authorized agent shall submit an application to the permit official.
- C. The permit application shall be submitted on forms provided by the permit official. The application shall include the following information supplied by the applicant:
  - 1. The address and description of the vacant premises;
  - 2. The building height, number of stories contained therein, area in square feet of each floor, and whether the floor is above or below ground level;
  - 3. A description of the last or current use of the vacant premises, and a description of any hazardous materials, uses, or conditions that currently exist or were previously existing in the vacant premises;
  - 4. The names, addresses and telephone numbers of the owner or owners and authorized agents;
  - 5. A telephone number where a responsible party for the vacant premises, and each occupied portion thereof, can be contacted;
  - 6. The measures the owner will employ to safeguard the vacant premises in accordance with this chapter and fire codes and building codes;
  - 7. Proof of insurance required by section 18.40.060 of this chapter;
  - 8. The name of the addressee and the mailing address to which all notices or other communications required under this chapter may be delivered.
- D. A separate vacant premises permit application is required for each building, subject to the requirements of this chapter. If more than one building is located at the same street address, a separate permit is required for each building. In addition, only one permit application is required for a single building that has more than one street address.
- E. The permit official shall, within one hundred eighty days, take one of the following actions regarding the filing of a completed vacant premises permit application for which all required established fees have been paid:
  - 1. Issue a vacant premises permit if the permit official determines that:

- a. The applicant has completed the application in accordance with this chapter;
  - b. The applicant has not made a false statement as to a material matter in an application for the permit; and
  - c. The applicant has no outstanding fees charged under this chapter.
2. Deny the application if it fails to meet the requirements of this chapter.
  3. The failure of the permit official to act within one hundred eighty days from the date that the application is submitted to the City, shall result in the issuance of a temporary vacant premises permit for a ninety-day period.
  4. The failure of the permit official to act within the ninety-day temporary permit timeframe shall result in the approval of the permit.
- F. Once the permit has been issued, the applicant shall post the permit in a conspicuous location on the first floor of the building or in a location approved by the permit official.
- G. Except as otherwise provided herein, the permit for a vacant premises shall terminate:
1. One year after the date of issuance;
  2. The date the vacant premises changes ownership;
  3. The date the vacant premises becomes occupied; or
  4. The date the vacant premises is demolished.
  5. The date the premises no longer meets the definition of vacant premises under this chapter.
- H. Requests for termination of a vacant premises permit shall be in writing to the permit official and accompanied by documentation in support of the request. The failure of the permit official to take action upon the request for termination of a vacant premises permit as provided herein within ninety days after the date that the written request was made shall constitute an approval of the request for the termination.
- I. An owner shall notify the permit official in writing within thirty days after any material change in the information contained in the application for a vacant premises permit, including any changes in ownership of the property or intended use, rehabilitation, demolition, or changes to the safeguarding requirements of the building.

#### 18.40.040 Determination and notice of vacant premises.

If the permit official has reason to believe that a building is a vacant premises and it is not in compliance with this chapter, the permit official shall evaluate the building and make a determination as to whether the building is a vacant premises within the meaning of this chapter. If the permit official finds the building is a vacant premises:

1. The permit official shall give written notice of such determination to the owner of the subject building. The notice of determination shall identify the building; street address or legal description of the property; state the factual basis for the determination;; and the obligations of an owner to comply with the vacant premises permit as set forth in this chapter.
2. The notice under this section must comply with the requirements of Texas Local Government Code Section 54.005.
3. The permit official satisfies the requirements of this section to make a diligent effort, to use his best efforts, or to make a reasonable effort to determine the identity and address of an owner if the permit official searches the following records:
  - a. Real property records of El Paso County, El Paso, Texas;
  - b. El Paso Central Appraisal District records;
  - c. Records of the Texas secretary of state;
  - d. Assumed names records of El Paso County, El Paso, Texas;
  - e. Tax records of the city; and
  - f. Utility records of the city.
4. When the permit official mails a notice in accordance with this section to an owner and the United States Postal Service returns the notice as "refused" or "unclaimed," the validity of the notice is not affected, and the notice is considered delivered.
5. An owner may appeal the determination of the permit official that the building should be classified as a vacant premises under this chapter by following the procedure provided in Section 18.40.050.

#### 18.40.050 Appeal process.

An owner, applicant or other person who has, in this chapter, been granted a right of appeal from any decision or action, may appeal such decision or action to the building and standards commission as provided herein.

- A. The appeal shall be filed in writing with the permit official within thirty days after the date of issuance of the notice of decision or action including a denial of a request for termination.
- B. A public hearing shall be scheduled within forty-five days of the filing of such notice of appeal, unless extended by agreement of the parties, and notice of the date, time and place shall be provided in writing at least ten days prior to the hearing to the appellant and to the person designated on the application form to receive notices under this chapter, if different.
- C. A hearing officer shall hear all evidence presented and may uphold or overturn the decision or action of the permit official based on the application of the relevant provisions and requirements of this chapter.
- D. The decision of the hearing officer shall be final.

#### 18.40.060 Insurance requirements.

- A. The owner shall procure and keep in full force and effect at all times during the vacant premises permit term, commercial general liability and property insurance coverage, with minimum combined bodily injury (including death) and property damage limits of not less than one million dollars for each occurrence and two million dollars annual aggregate.

#### 18.40.070 Investigation.

- A. Authorization for investigation.
  - 1. The permit official or designee may investigate any building for compliance with this chapter.

#### 18.40.080 Vacant premises inspection fees.

- A. The established fee for a vacant premises permit shall be charged and collected at the time of application submittal.

- B. The established permit fee shall be paid on an annual basis. Vacant premises permit fees do not include other applicable permits fees.
- C. The required annual permit may be automatically renewed after the initial year of compliance with this chapter. The owner or the owner's authorized agent shall submit an application for renewal to the permit official verifying that no significant changes to the vacant premises have occurred and that the safeguard requirements have been maintained. The owner or authorized agent shall pay the fee established by City Council.
- D. The required annual permit may not be automatically renewed when the owner or the owner's authorized agent submits an application for renewal to the permit official indicating that one or more significant changes have occurred to the vacant premises and/or to the safeguard requirements. A required inspection of the building will be conducted by the permit official and the established fee shall be paid by the owner or authorized agent for such permit renewal.
- E. The established fee described in this subchapter, shall be charged when the owner fails to report significant changes to the building, and or fails to properly safeguard the building. Required inspection(s) of the building will be conducted by the permit official. The owner shall also be subject to penalty fees in accordance with 18.40.120.

#### 14.40.090 Delivery of notices.

- A. Any written notice that the permit official is required to give an owner under this chapter is deemed to be delivered:
  - 1. On the date the notice is hand delivered to the applicant; or
  - 2. Three days after the date the notice is placed in the United States Mail with proper postage and properly addressed to the owner at the address provided in the most recent permit application.
  - 3. If the written notice cannot be hand delivered or the applicant's address is unknown, notice may be given by publication at least once in a newspaper of general circulation, or by posting the notice on or as near as practicable to the front door of the building on the property to which the notice relates.

#### 18.40.100 Inspections and enforcement.

- A. The permit official or his designee is authorized to administer and enforce the provisions of this chapter.

B. For all purposes relating to permits for vacant premises, the permit official or his designee is authorized at a reasonable time to inspect the premises that are the subject of the application: to include but not be limited to:

1. Conducting an inspection in order to determine whether the owner's intended use, rehabilitation, demolition, or maintenance and safeguarding of the vacant premises meets the requirements of the City Code for the use, rehabilitation, demolition or maintenance and safeguarding of the vacant premises, as appropriate.
2. The exterior of a vacant premises that appears to the permit official or designee to be unoccupied in whole or in part;
3. The interior of a vacant premises that appears to the permit official or designee to be unoccupied in whole or in part, if permission of the owner, operator, or other person in control is given, or a search warrant or writ of entry is obtained.

18.40.110 Safeguarding of vacant premises.

A. Procedure for safeguarding (board and secure procedures).

1. The owner or the owner's authorized agent of vacant premises shall be required to safeguard the building in accordance with the following procedures.
  - a. Any building, structure, or portion thereof, that is vacant in whole or in part shall be safeguarded in accordance with either the International Property Maintenance Code or IAAI/USFA standards as required by the permit official.
    - i. In buildings where no floors are occupied and where the permit official determines that unsafe conditions exist and pose an imminent life hazard to the public, emergency responders, or property, the more restrictive board and secure procedures shall be required. The fire official shall identify these buildings as an imminent hazard in accordance with the adopted International Fire Code, Section 110 Unsafe Buildings.
  - b. Alternative performance based methods for safeguarding any vacant premises, in whole or in part, (such as steel roll up doors and metal work) shall require approval by the permit official. Alternative methods for securing street facade windows and doors shall comply with the International Property Maintenance Code Section 310 Additional requirements for vacant structures.

- i. In buildings that are occupied on one (1) or more floors and where the permit official determines that there are no unsafe conditions or imminent hazards to the public, emergency responders, or property; alternative performance based board and secure procedures may be allowed in consideration of the permitted occupancy use and as approved by the permit official.
  - ii. In buildings where no floors are occupied and where the code official determines that there are no existing unsafe conditions or imminent structural hazards to the public, emergency responders, or property, alternative performance based board and secure procedures shall require the approval of the permit official.
2. Any building, structure, or portion thereof, that is vacant in whole or in part shall be safeguarded at all locations that do not serve as a means of access/egress by authorized occupants of the building. Windows that do not serve authorized occupied floors shall also be safeguarded. Building locations to be safeguarded shall include: access between unoccupied and occupied floors, windows, doors, basements, points of entry on the roof, and fire escapes as required by the permit official.
3. Refer to section 18.40.140 for specific safeguarding standards.

B. Evacuation

1. In buildings that are occupied on one (1) or more floors and where the permit official determines that unsafe conditions exist and pose an imminent life hazard to the public and emergency responders, the building or portion thereof shall be evacuated by the fire official in accordance with the adopted International Fire Code, Section 110 Unsafe Buildings. The owner or the owner's authorized agent shall complete structural repairs to remedy the danger(s) prior to the building being reoccupied and as approved by the permit official.

18.40.120 Penalty.

- A. A person commits an offense if the person owns vacant premises requiring a vacant premises permit and does not obtain a permit and does not safeguard the vacant premises in accordance with the City Code. A person who violates a provision of this chapter, or who fails to perform an act required of the person by this chapter, commits an offense.
- B. A person commits a separate offense each day or portion of a day during which a violation is committed, permitted or continued.

- C. An offense under this chapter is punishable by a fine not to exceed two thousand dollars.
- D. The penalty provided herein is in addition to any other enforcement remedies that the city may have under city ordinances and state law. Nothing in this chapter shall preclude the city from taking administrative or civil action as may be permitted by law.

#### 18.40.130 Severability.

It is hereby declared to be the intention of the city council that the sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable and if any section, paragraph, sentence, clause, or phrase shall be declared unconstitutional or otherwise invalid by a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, or phrases herein.

#### 18.40.140 Safeguarding standards.

International Property Maintenance Code (2009)  
Appendix A - Boarding Standard  
A101 GENERAL

A101.1 General. All windows and doors shall be boarded in an *approved* manner to prevent entry by unauthorized persons and shall be painted to correspond to the color of the existing structure.

#### A102 MATERIALS

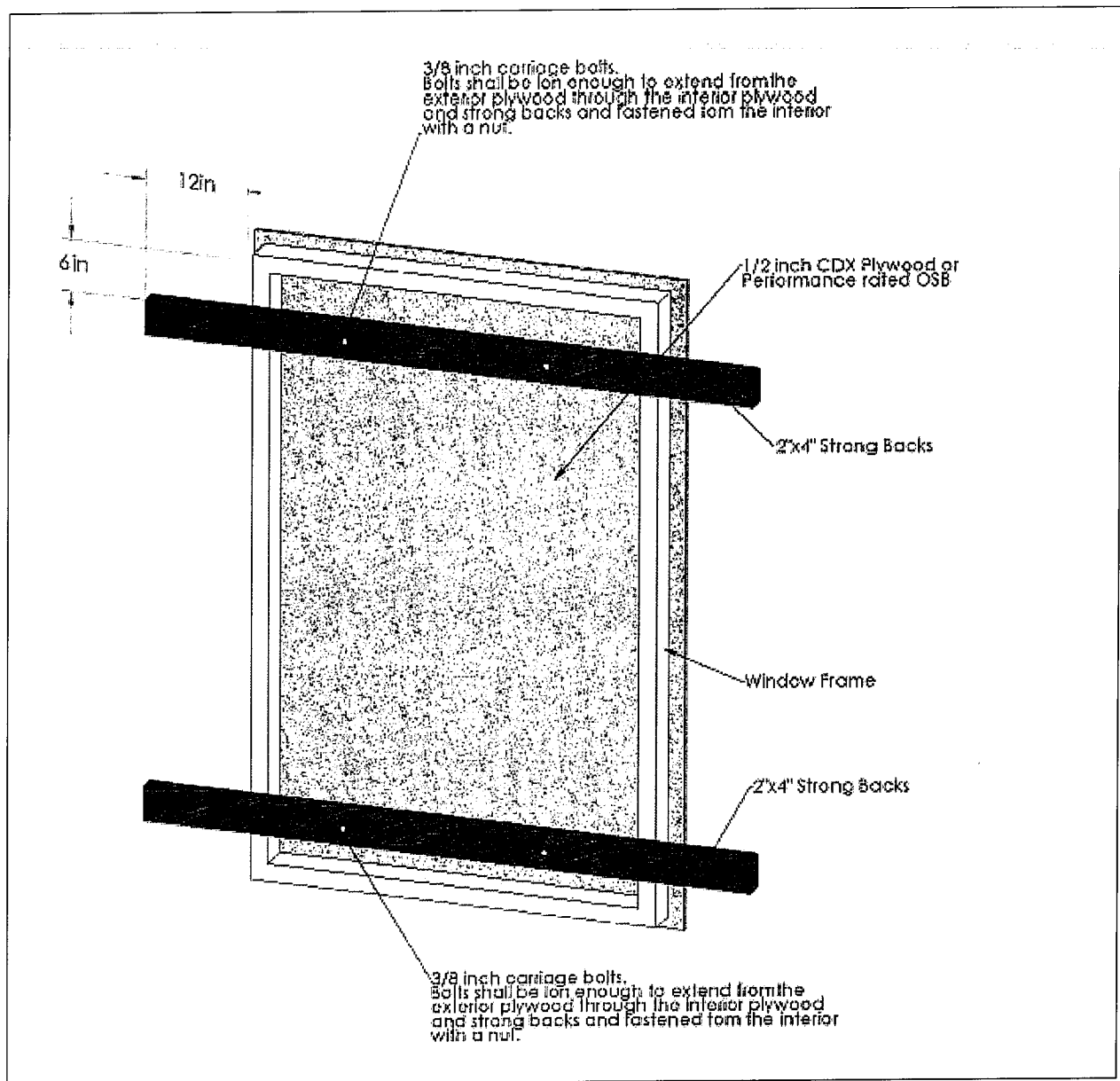
A102.1 Boarding sheet material. Boarding sheet material shall be minimum  $\frac{1}{2}$ -inch (12.7 mm) thick wood structural panels complying with the *International Building Code*.

A102.2 Boarding framing material. Boarding framing material shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the *International Building Code*.

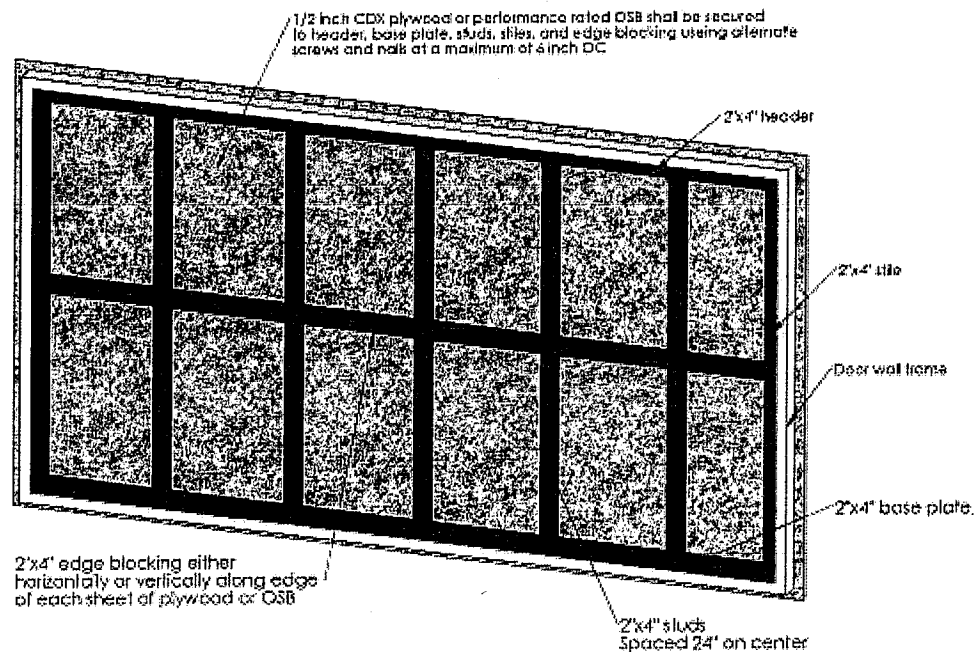
A102.3 Boarding fasteners. Boarding fasteners shall be minimum  $\frac{3}{8}$ -inch (9.5 mm) diameter carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. Washers and nuts shall comply with the *International Building Code*.

#### A103 INSTALLATION

A103.1 Boarding installation. The boarding installation shall be in accordance with Figures A103.1(1) and A103.1(2) and Sections A103.2 through A103.5.



**FIGURE A103.1(1) BOARDING OF DOOR OR WINDOW**



**FIGURE A103.1(2) BOARDING OF DOOR WALL**

**A103.2 Boarding sheet material.** The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.

**A103.3 Windows.** The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2-inch by 4-inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches (51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches minimum above the bottom and below the top of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.

**A103.4 Door walls.** The door opening shall be framed with minimum 2-inch by 4-inch (51 mm by 102 mm) framing material secured at the entire perimeter and vertical members at not more than 24 inches (610 mm) on center. Blocking shall also be secured at not more than 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6 inches (152 mm) on center.

**A103.5 Doors.** Doors shall be secured by the same method as for windows or door openings. One door to the structure shall be available for authorized entry and shall be secured and locked in an *approved* manner.



**IAAI/USFA Abandoned Building Project**  
***USFA National Arson Prevention Initiative***  
***Board Up Procedures***

**Materials List and Specifications**  
**Security Measures**

1. All openings in the basement, first floor doors and windows, and any point of entry accessible from a porch, fire escape or other potential climbing point shall be barricaded with plywood, 2x4 braces, carriage bolt sets, and nails. Particle board, wafer board, Masonite, or other similar material shall not be used for purposes of boarding-up a building.
2. Openings that are at least 10' from ground level which are not accessible from a porch, fire escape, roof, or other climbing point can be secured with nails in each brace, and every 12" around the perimeter. For all openings, the plywood should be fitted so that it rests snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brick molding edge on brick buildings. It may be necessary to remove the staff bead so this fit can be flush and tight.
3. The structure shall be posted with a NO TRESPASSING sign at the completion of the board-up.

**Materials**

1. Plywood, 1/2" (4 ply) exterior grade CDX
2. Braces - 2" by 4" by 8' construction grade lumber
3. 3/8" (coarse thread) by 12" carriage bolts (rounded head on weather side)
4. 3/8" (coarse thread) construction grade nuts

5. 1/2" (USS Standard) Flat washers with an inside diameter large enough to bypass the wrench neck inside the carriage bolt head so no lift edge is available beneath an installed carriage bolt head.
6. 3/8" (USS Standard) diameter flat washers for installation beneath the nut inside the building
7. 1-5/8" (6d) galvanized or stainless steel ring-shank nails or comparable deck nails.

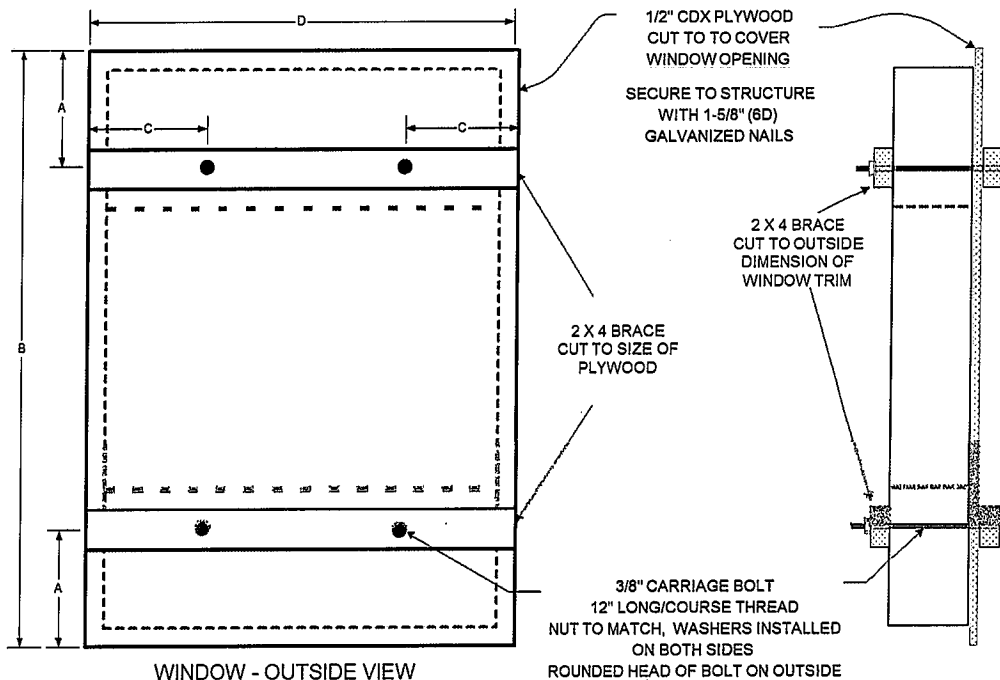
### **Barrier Assembly**

1. Applying barriers is accomplished with a inside and outside carpenter with appropriate tools and supplies. The inside carpenter will need a light. Exit is made over a ladder when the last window is boarded.
2. Plywood shall be cut to fit over the window and door openings, flush with outside of the molding/trimmer stud. Application of barriers shall be completed so that all lift or pry points are avoided.
3. The 2x4 braces shall be cut to fit the horizontal dimension of the plywood. Two exterior and two interior 2x4 braces shall be provided for each window and three sets for each door.
4. Window Assembly – Braces are located horizontally approximately 1/3 of the distance from the top and the bottom of the window. Bolt holes are located 1/3 of the length of the brace from the outside edge of the window jams. Prior to installation, the assembly should be pre-assembled and 3/8" holes drilled through all of the components.
5. Door Assembly – Door braces will be placed horizontally; one in the center of the doorway and one 1/2 the distance from the center to the top and one 1/2 distance from the center to the bottom of the doorway. Bolt holes are located 1/3 of the length of the brace from the outside edge of the door frame. Prior to installation, the assembly should be pre-assembled and 3/8" holes drilled through all of the components.
6. Plywood used to cover exterior openings shall be nailed every 12" along the perimeter to the window or door frame.
7. The 2x4 braces on the interior and exterior of the assemblies shall be secured using 3/8" by 12" carriage bolt assemblies. Bolts shall be inserted through the predrilled holes from the exterior with a 1/2" washer place against the exterior brace, a 3/8" washer is placed against the interior brace. The bolt is tightened from the inside so that it slightly compresses the interior brace.
8. The exterior surfaces of barriers shall be painted or stained the same color as the structure to minimize the appearance.

Should the through-bolt compression method be impossible due to the size or condition of the opening, the opening shall be covered with plywood and secured with a minimum of 3-inch-long deck or wood screws installed on 4-inch centers around the circumference of the opening.

For buildings that require access by authorized personnel, a single door that is visible from the street may be secured using a solid core wood or steel door. There shall be no windows or other openings in this door. The door shall be securely locked using a padlock and hasp assembly that

is bolted through the door. The lock loop portion of the hasp is attached to the door frame using a minimum of 3-inch-long wood screws.



**NOTES:**

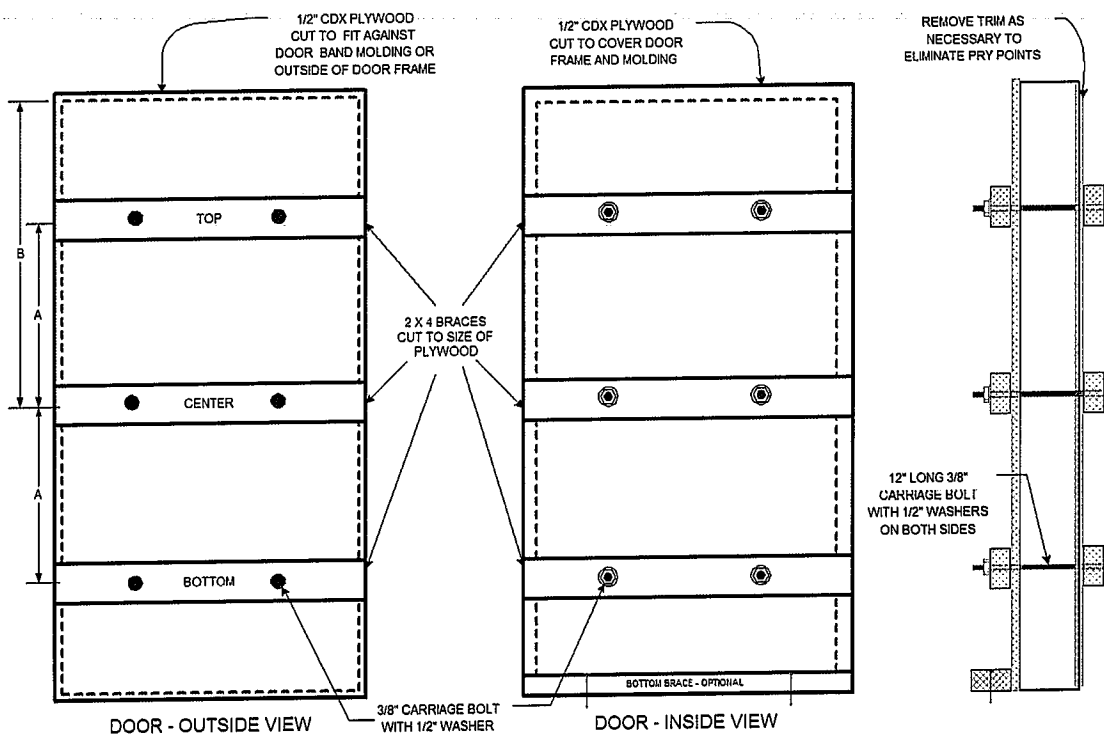
1. FOR DOUBLE HUNG WINDOWS, SLIDE SASH TO CENTER OF UNIT AND PASS BOLTS THROUGH OPENINGS AT TOP AND BOTTOM.
2. STORM WINDOWS SHOULD BE REMOVED AND STORED INSIDE STRUCTURE.
3. OUTSIDE TRIM MAY HAVE TO BE REMOVED TO ACCOMMODATE A FLUSH AND TIGHT FIT.
4. TIGHTEN NUTS FROM INSIDE ENOUGH TO SLIGHTLY COMPRESS 2X4 BRACE.
5. BRACE LOCATIONS:  $A = 1/3 B$  (SEE DIMENSION LOCATIONS ON DRAWING)
6. LOCATION OF BOLT HOLES:  $C = 1/3 D$  (SEE DIMENSION LOCATIONS ON DRAWING)

**USFA National Arson Prevention Initiative  
Board Up Procedures**

**Window Detail**

IAAI/USFA Abandoned Building Project





**NOTES:**

1. DOOR IS REMOVED AND STORED INSIDE BUILDING.
2. USE 3/8" X 12" CARRIAGE BOLTS - ROUNDED HEAD ON OUTSIDE OF BUILDING
3. TIGHTEN NUTS FROM INSIDE ENOUGH TO SLIGHTLY COMPRESS 2X4 BRACE.
4. IF PLYWOOD CAN NOT BE BUTTED AGAINST BAND MOLDING, CUT TO COVER OUTSIDE EDGE OF DOOR FRAME.
5. BOLT HOLES ARE LOCATED AS THEY ARE FOR WINDOWS (SEE WINDOW DETAIL).
6. CENTER BRACE LOCATED IN CENTER OF DOORWAY OPENING. TOP AND BOTTOM BRACES ARE POSITIONED WHERE A = 1/2B. (SEE DIMENSION LOCATIONS ON DRAWING)

**USFA National Arson Prevention Initiative  
Board Up Procedures**

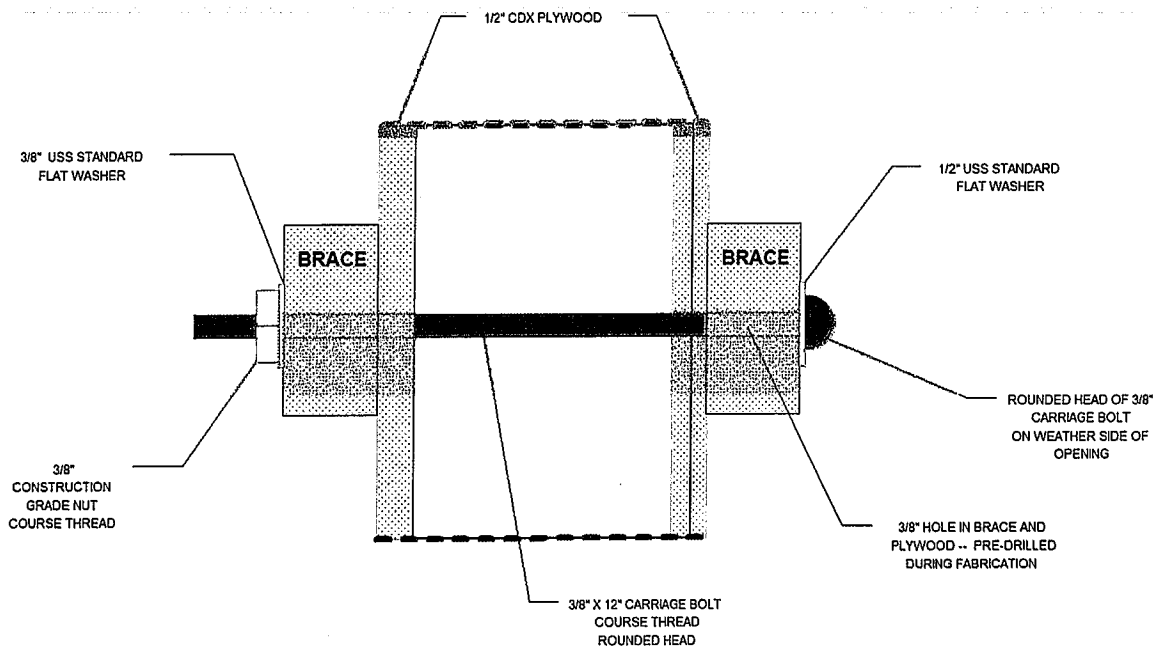


**Door Detail**  
IAAI/USFA Abandoned Building Project



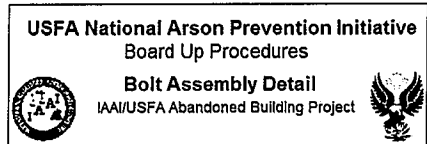
ORDINANCE NO. \_\_\_\_\_

15-1041-1047/PL#408793v2/Vacant Building Ordinance Amendment 2015/JF



**NOTES:**

1. USE 3/8" X 12" CARRIAGE BOLTS - ROUNDED HEAD ON OUTSIDE OF BUILDING
2. TIGHTEN NUTS FROM INSIDE ENOUGH TO SLIGHTLY COMPRESS WASHER INTO 2X4 BRACE.
3. USE 1/2" WASHER ON WEATHER SIDE TO ACCOMMODATE THE WRENCH NECK OF BOLT AND ELIMINATE PRY POINTS.



### WINDOW ASSEMBLY

#### MATERIALS REQUIRED PER WINDOW

- 1 1/2" CDX PLYWOOD SHEET - CUT TO DIMENSIONS OF WINDOW FRAME (WEATHER SIDE)
- 4 2X4 BRACES - CUT TO WIDTH OF PLYWOOD
- 4 CARRIAGE BOLT ASSEMBLIES

NUMBER OF WINDOWS TO BE SECURED ( $N_w$ ): \_\_\_\_\_

NUMBER OF WINDOWS BRACES REQUIRED: ( $N_w \times 4$ ) \_\_\_\_\_

CARRIAGE BOLT ASSEMBLIES REQUIRED ( $B_w$ ): ( $N_w \times 4$ ) \_\_\_\_\_

### DOOR ASSEMBLIES

#### MATERIALS REQUIRED PER DOOR

- 1 1/2" CDX PLYWOOD SHEET - CUT TO DIMENSIONS OF DOOR FRAME (WEATHER SIDE)
- 1 1/2" CDX PLYWOOD SHEET - CUT TO OUTSIDE DIMENSIONS OF DOOR FRAME TRIM (INSIDE)
- 6 2X4 BRACES - 3 CUT TO WIDTH OF OUTSIDE PLYWOOD, 3 CUT TO WIDTH OF INSIDE PLYWOOD
- 1 2X4 BOTTOM BRACE - CUT TO WIDTH OF DOOR TRIM (OPTIONAL)
- 6 CARRIAGE BOLT ASSEMBLIES

NUMBER OF DOORS TO BE SECURED ( $N_d$ ): \_\_\_\_\_

NUMBER OF DOOR BRACES REQUIRED: ( $N_d \times 6$ ) \_\_\_\_\_

NUMBER OF BOTTOM BRACES REQUIRED: ( $N_d$ ) \_\_\_\_\_

CARRIAGE BOLT ASSEMBLIES REQUIRED ( $B_d$ ): ( $N_d \times 6$ ) \_\_\_\_\_

### CARRIAGE BOLT ASSEMBLY

- 1 12' X 3/8" CARRIAGE BOLT - COURSE THREAD
- 1 1/2" USS STANDARD FLAT WASHER (WEATHER SIDE)
- 1 3/8" USS STANDARD FLAT WASHER (INSIDE)
- 1 3/8" CONSTRUCTION GRADE NUT - COURSE THREAD

TOTAL CARRIAGE BOLT ASSEMBLIES REQUIRED: ( $B_w + B_d$ ) \_\_\_\_\_

#### USFA National Arson Prevention Initiative Board Up Procedures



**MATERIALS LIST**  
IAAI/USFA Abandoned Building Project



### FOOTNOTE(S):

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**Editor's note**— Ord. No. 17968, § 1, adopted March 5, 2013, repealed the former Ch. 18.40, §§ 18.40.010—18.40.140, and enacted a new Ch. 18.40 as set out herein. The former Ch. 18.40 pertained to similar subject matter and derived from Ord. No. 17375, §§ 2—15, 8-24-2010, eff. 3-1-2011. ([Back](#))

ORDINANCE NO. \_\_\_\_\_

15-1041-1047/PL#408793v2/Vacant Building Ordinance Amendment 2015/JF

Section 2. The provisions of this Chapter shall be effective within 90 days from the adoption of this ordinance by City Council.

Section 3. That except as expressly hereby amended Title 18 (Building and Construction), shall remain in full force and effect.

PASSED AND APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF EL PASO

\_\_\_\_\_  
Oscar Leeser  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Josette Flores  
Assistant City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Larry Nichols, Director  
Planning & Inspections Department

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Samuel Peña, Fire Chief  
El Paso Fire Department