



CITY OF  
**FOREST PARK**  
*a city for every season*

## APPLICATION FOR A BOARDING-UP PERMIT

**BU Case Number** \_\_\_\_\_ **Date:** \_\_\_\_\_

To board-up a structure, please complete this form and return it along with a \$150 permit fee to the City of Forest Park Department of Planning and Community Development

### **Property Information:**

Property Address: \_\_\_\_\_

Tax Parcel ID Number: \_\_\_\_\_

### **Property Owner Information:**

Property Owner Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Local Agent Information:** (Same as Owner: Yes \_\_\_ No \_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

### **Permit Information:**

Length of time the structure will remain boarded-up? \_\_\_\_\_

Start Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

What is your proposed plan to secure the structure? \_\_\_\_\_

### **Note:**

**THE PERMIT EXPIRES SIXTY (60) DAYS FROM THE DATE OF ISSUANCE. AN OWNER DESIRING TO CONTINUE TO BOARD HIS/HER PROPERTY BEYOND THE SIXTY (60) DAY TERM, MAY RECEIVE A ONE-TIME RENEWAL FOR A MAXIMUM PERIOD OF THIRTY (30) DAYS.**

**ALL BOARDED OPENINGS SHALL BE PAINTED WITH A MINIMUM OF TWO (2) COATS OF EXTERIOR PAINT, WHICH SHALL BE OF COLOR COMPATIBLE WITH THE EXTERIOR COLOR OF THE BUILDING OR STRUCTURE.**

**Permit Fee: \$150.00    Renewal Fee: \$500.00**

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_