

BULLETIN #144: DAMAGE REPAIR PROJECTS

PURPOSE

To establish a consistent review process, projects involving damage repair shall include a **Damage Assessment Report** prepared by a qualified professional. The report documents the existing condition of the structure and assists Building and Safety in evaluating the extent of the damage, determining whether the proposed repairs are adequate, and verifying that the completed work will restore the structure to compliance with the applicable California Building Standards Codes.

BACKGROUND

Building and Safety routinely receives permit applications for projects involving the repair of structures damaged by fire, water intrusion, flooding, smoke, heat, vehicle impact, and other similar events. In many cases, the extent of the damage and the proposed scope of repairs are not clearly identified in the permit application or construction plans, making it difficult to determine whether all damaged components have been addressed.

1. INITIAL PERMIT APPLICATION

1.1 Building permit applications for damage repair shall include the following:

- Complete construction plans describing all proposed repair work.
- Structural calculations, energy compliance documentation, product approvals, and other supporting documents, as required by the scope of work.
- A comprehensive **Damage Assessment Report** prepared by a qualified professional.

2. QUALIFIED PROFESSIONAL

2.1 The Damage Assessment Report shall be prepared by one of the following professionals with experience evaluating damaged structures:

- California Licensed General Contractor experienced in damage restoration;
- California Licensed Architect; or
- California Licensed Civil or Structural Engineer.

The City may require the report to be prepared by a licensed design professional where the extent or nature of the damage warrants additional technical evaluation.

3. DAMAGE ASSESSMENT REPORT REQUIREMENTS

3.1 The report shall include, at a minimum, the following information.

- Project Information
- Property address
- Owner information
- Date(s) of inspection
- Name, license number, company, and contact information of the preparer
- Building code information, including the occupancy classification, construction type, number of stories, building area, areas affected by the damage

3.1 Damage Narrative: Provide a written narrative describing the nature, location, and extent of all observed damage, including structural damage, water intrusion, fire, smoke, and heat damage, corrosion, mold or fungal growth, damaged finishes, and damage to life safety, plumbing, mechanical, and electrical systems.

3.2 Photographic Documentation: Provide clear color photographs documenting the condition of the structure, including:

- Entire exterior of the building
- All damaged exterior and interior areas
- Structural damage
- Plumbing, mechanical, and electrical damage
- Fire, smoke, water, mold, or corrosion damage

Photographs shall be labeled, dated where practical, and referenced to their locations within the building.

3.3 Professional Evaluation and Recommendations: Based on the observed conditions, the report shall provide recommendations for the repair, replacement, or demolition of damaged building components, including any required structural repairs, dry-out or moisture mitigation, mold remediation, restoration of building systems, specialty inspections, or additional engineering evaluations. The report shall also identify any concealed damage that could not be verified during the inspection and recommend further investigation where appropriate.

4. CONSTRUCTION PLANS

4.1 The submitted construction plans shall be consistent with the Damage Assessment Report and clearly identify all proposed repairs. The plans shall include sufficient detail to demonstrate compliance with the applicable California Building Standards Codes.

If additional damage is discovered during demolition or construction, revised plans and/or an updated Damage Assessment Report may be required prior to proceeding with the work.