



**Building, Fire, Electrical, Mechanical, and Plumbing
Code Administration, Enforcement, and Consulting Service**
Member ICC, NFPA, NFSA, LANCODE, PABCO, &IAEI

ABI Emergency Permit Policy

Emergency defined: *An emergency is defined as an act of nature or an act of man that causes unintended loss of life or destruction of property through accidental, willful, deliberate, or malicious acts.*

The Building Code Official shall take the appropriate actions as listed below:

The following procedures shall be followed for a requested emergency permit:

- 1. The Code Official shall determine this to be a bona fide emergency.*
- 2. The Code Official shall request an emergency meeting at the site of the incident.*
- 3. In attendance at this meeting if requested shall be any or all of the following personnel:*
 - a. The building or property owner*
 - b. The insurance underwriter*
 - c. The tenant*
 - d. The fire department*
 - e. The police department*
 - f. A design professional.*
 - g. The contractor or contractors responsible to abate the emergency condition.*
 - h. The building code official*
 - i. A responsible municipal official*
- 4. A verbal discussion of the permit requirements shall be held and shall be followed up in writing to all parties. A scope of work shall be immediately submitted by the applicant.*
- 5. The applicant shall in conjunction with the design professional, the code official, and the contractors decide and formally agree on the best approach to resolve the emergency.*
- 6. Upon agreement with all parties, and if approved by the Code Official, work may commence immediately to abate the emergency conditions. All work shall be reviewed, witnessed, and approved by the Code Official, the design professional, and the owner prior to the concealment of any work!*
- 7. The applicant shall on the next available business day (if on a weekend or holiday) secure and obtain a permit application from the designated municipal authority.*

A revised Certificate of Use & Occupancy shall be provided upon completion of the project and when all required permit procedures have been finalized and approved.