Dear [Name]

The [Insert name of community]’s permit office conducted a survey of flooded buildings in your neighborhood. A review of your building(s) indicates that the structure(s) was affected by the recent flood. Here are some things you should know:

1. Repairs to your building require a permit from [Insert name of community]’s permit office. Before you remove, alter, or replace any of the following items, you must obtain a building permit: the roof, walls, siding, wallboard, plaster, insulation, paneling, cabinets, flooring, electrical system, plumbing, heating, or air conditioning.
2. The permit office will conduct a complimentary inspection of the damage to your building. This inspection will help you identify what needs to be repaired. It will also identify if a permit is needed and if your building could be substantially damaged. There is no cost for this inspection but it must be completed before you begin your repairs or reconstruction. We will contact you when we plan to do the inspection. If you have a preferred time, please call us to arrange an appointment.
3. You may proceed with cleanup activities and temporary emergency repairs without a permit. These include:
4. Removing and disposing of damaged contents, carpeting, wallboard, insulation, etc.
5. Hosing, scrubbing, or cleaning floors, walls, ductwork, etc.
6. Covering holes in roofs or walls and covering windows to prevent the weather from

 inflicting further damage.

1. Removing sagging ceilings, shoring up broken foundations, and other actions to make

 the building safe to enter.

1. Some day in the future, your area will flood again. There are things you can do during repair and reconstruction to reduce damage from the next flood. Many of these are discussed in The Red Cross/FEMA publication [*Repairing Your Flooded Home*](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4540081_repairingFloodedHome.pdf). We’ll be glad to talk to you about protecting your property from future flooding. If we receive a disaster declaration, there may be some financial assistance to help pay for making your property safer than it was before. In the meantime, read Step 8 in *Repairing Your Flooded Home* for some ideas.
2. In order to screen out possible opportunists from taking advantage of the current situation, residents are cautioned and warned *not* to sign blank contracts, agree to have work performed without first seeing the contractor’s registration card, or allow work or alterations not authorized by the [Insert name of community] permit office. For further information, please review the enclosed brochure on how to select a reputable contractor. You may also contact the permit office at .

Sincerely,

[Name], Director

Permit Office

Enclosure: How to Select a Contractor for Your Flood Protection Project