

## Emergency Repairs

Due to the Coronavirus, City Hall is closed to the public. City staff is working remotely, submit any questions or permits to [permits@doravillega.us](mailto:permits@doravillega.us). Refer to our Permits page to submit permits online or via email. Emergency repairs may proceed for removal of fallen trees, roof damage, water pipe/plumbing issues, and/or failures of electrical/mechanical/HVAC systems.

### **Steps for Conducting Emergency Repairs:**

- (1) **Email notification to City:** provide notice of emergency repair work needed.
  - In the email **subject bar** indicate “Emergency Repairs and property address”.
  - In **body** of the email provide description of emergency repairs and your contact information.
- (2) **Photographic/video Documentation:** Document existing conditions/damages, and progress of repairs being made with photographs and video. This is critical to determine extent of damages, verify compliance with code requirements.
- (3) **Permit Submission:** Within three (3) days of commencing repairs, submit building permit application. [Click here for Permits page.](#)
- (4) **Inspections:** Inspections of work performed are required to ensure compliance with building life safety codes and zoning regulations. Some inspections may be conducted via video conferencing. Do **not** close up any interior walls/ceilings/floors prior to inspection.

### **Additional Information to be Aware of:**

- **Code Compliance:** Repair work performed must comply with applicable building life safety codes and zoning regulations.
- **Licensed contractors** are required to perform any plumbing, electrical, HVAC/mechanical work, construct retaining walls greater than 48” tall, and any structural alterations/repairs.