



# Post-Damage and Recovery Process

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Building Official

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## Overview

This establishes the policy and procedure for required inspections, permitting, and repair of incident-driven damage to a building or structure in the County, including the Towns of Haymarket, Occoquan, and Quantico.

## Definitions

- Incident-Driven Damage – Damage resulting from a weather event, impact, earthquake, broken water pipe, or fire.
- Unsafe Structure – An existing structure determined by the Code Official to be dangerous to the health, safety, and welfare of the occupants of the structure or the public that contains unsafe equipment, or that is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation that partial or complete collapse is likely. A vacant existing structure unsecured or open shall be deemed to be an unsafe structure.
- Unsafe Equipment – Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment that is in such disrepair or condition that such equipment is determined by the code official to be dangerous to the health, safety, and welfare of the occupants of the structure.
- Unfit – An existing structure determined to be dangerous to the health, safety, and welfare of the occupants of the structure or the public because of the degree to which the structure is in disrepair or lacks maintenance, ventilation, illumination, sanitary or heating facilities or other essential equipment, or the required plumbing and sanitary facilities are inoperable.

## Creation of Post-Damage Case

1. Notification – The County Building Development Division is notified by first responders that *incident-driven damage* has occurred. A site inspection will be performed within 2 hours of notification.
2. The County Inspector will create a Post Damage Case (PSTD) based on visual inspection at that time. The information entered in the PSTD will generate a Post Damage Report (PDR). The PDR will record if the building or structure is unsafe/unfit and identify if the following items are required:
  - i. Alteration/Repair Permits
  - ii. Alteration/Repair Plans



- iii. A Registered Design Professional to prepare the plans
- iv. An Electrical Evaluation

After the PDR has been generated, if required, the County Neighborhood Services Division will issue a written Notice to the responsible party(ies) and post the Notice on the building or structure. The Notice will provide the required corrections to comply with the Code. If the building or structure is required to be demolished, the time frame for completion will be indicated.

### **Plan Submission Requirements**

1. The preferred plan submission method is electronic through the Prince William County [ePortal](#); however, submission of paper plans is acceptable for permits associated with a PDR case. Paper plans can be submitted at the Building Plan Intake Counter between the hours of 8:00 am and 4:00 pm Monday through Friday located at 5 County Complex Court, Prince William, VA 22192.
2. Plan Intake Quality Control Review: Building Plan Intake Staff will conduct a Quality Control Review to verify submission requirements have been met. Payment of the filing fee is required before being routed for review. The following should be provided at time of building permit application:
  - a. Address Validation
  - b. Post Damage Report
  - c. Plans (where required)
  - d. Electrical Evaluation (where required)
    - i. If no building permit is required, submit the electrical evaluation via an electrical permit application. Note, the electrical permit may be voided by county staff if the evaluation demonstrates a permit is not required.
3. Plan Review:
  - a. Plan Reviewers will verify all required documents are submitted and reviewed based on the scope of work to be completed. Review status can be accessed via the [ePortal](#).
  - b. If the PDR indicates an electrical evaluation is required, the [Electrical Post Damage Evaluation Report](#) will need to be completed.
    - i. A letter on the electrical contractor's letterhead stating what was inspected will be required along with the [Electrical Post Damage Evaluation Report](#) if components are inspected and not replaced.
    - ii. Guidance for evaluating water damaged or fire damaged electrical equipment/systems can be found in the NEMA publication for Evaluating Water-Damaged Electrical Equipment, the NEMA Guidelines for Handling Water-Damaged Equipment and the ANSI/NEMA Standard PB 1.1-2013 General for Proper Installation, Operation, and maintenance of Panelboards Rated 600 Volts or Less.



- iii. Additional Guidance for evaluating water-damaged or fire-damaged electrical equipment/systems can also be found in the 2019 NFPA 70B Recommended Practice for Electrical Equipment Maintenance in Chapter 32. This evaluation should be performed as four separate Priority categories and a three-step evaluation process for the entire electrical system for damage, repair, or replacement, visit the website at [www.nfpa.org/70B](http://www.nfpa.org/70B).
  - iv. If you have additional questions or concerns, please contact Prince William Electrical Plans Review Staff for assistance (703) 792-4040.
4. Once the submission has been approved, license verification and outstanding fees shall be paid prior to permit(s) issuance.

### **Construction Inspection Process:**

1. Required inspections shall be scheduled with PWC Building Development Inspections Branch.
2. Inspections can be scheduled via the [ePortal](#) or by calling the automated phone system at [1-866-457-5280](tel:1-866-457-5280) and entering the six-digit IVR number that is listed on the permit.
3. Once all required construction inspections have been approved, any placards will be removed, and the Post Damage case will be closed out.
4. For additional information on the inspection process, please refer to the Prince William County Inspections page at [Schedule an Inspection](#).

### **Attachment/Hyperlinks**

- [ePortal](#)
- [Electrical Post Damage Evaluation Report](#)
- [NFPA 70B](#)
- [Schedule an Inspection process](#)