



**FOR IMMEDIATE RELEASE:**

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Agency Name: City of Sierra Madre  
Telephone Number: 626-355-7135  
Website: www.cityofsierramadre.com

**Headline**

*Sierra Madre, CA. December 7, 2011*

**SOME FREQUENTLY ASKED QUESTIONS ABOUT REPAIR OF STRUCTURES RELATED TO WINDSTORM DAMAGE**

**Roofs**

**Q: My home has minor roof damage that needs to be repaired. Do I need a permit for this repair work?**

A: For minor roof repair (such as roof patching), meaning 25 percent or less of the roof needing work, a building permit is not required. To verify that the proposed work is a minor repair only, please contact the Development Services Department at (626) 355-7138 so that an inspection can be scheduled. The Development Services Department staff may require drawings showing the extent of the roof repair and photos to document the roof damage (cell phone photos are acceptable).

**Q: My home has moderate to extensive roof damage. Do I need a permit for the repairs?**

A: For more extensive roof repairs, meaning more than 25 percent of the roof, a building permit will be required. Please contact the Development Services Department at (626) 355-7138. Staff will be able to guide you through the permitting process.

**Structural Damage**

**Q: My property sustained damage from the recent wind storm. Do I need a building permit for the repair work?**

A: If there is an issue of immediate danger please call 911. For non-emergency inquiries regarding structural damage on private property contact the Development Services Department at (626) 355-7138 so that an inspection can be scheduled to determine if a permit will be required. There is no cost for the initial inspection.

**Q: A city-owned tree or power line damaged my property. What do I do?**

A: Contact your insurance company. In general, the city is not liable for damages to private property even if caused by city trees or power lines in the course of a storm. However, you can call City Hall at (626) 355-7135 to request a claim form.

**Fences**

**Q: I have a fence that has blown down or has been damaged by the windstorm; do I need a permit to rebuild the fence?**

A: For repair or replacement of fences (in-kind repair or replacement), provided the new fence matches what was there before, a permit will not be required. Please contact Development Services staff at (626) 355-7138 so that a determination can be made that no permit is required.

If you would like to construct a new fence that is different (i.e. change of material, location, height) from what existed prior to the storm, please contact the Development Services Department at (626) 355-7138 and staff can verify what standards apply and if a permit is needed.

**Electrical Permits**

**Q: My electrical meter is damaged. Do I need a permit for the repairs?**

A: For all inquiries related to electrical permits please contact the Development Services Department at (626) 355-7138.

**Building & Safety Public Counter Hours**

Monday – Thursday, and alternate Fridays: 8:00 a.m. to 9:30 a.m., and 4:00 p.m. to 5:00 p.m.

**Planning Public Counter Hours**

Monday – Thursday: 7:30 a.m. to 5:30 p.m.

Alternate Fridays: 8:00 a.m. to 5:00 p.m.

Sierra Madre City Hall  
Development Services Department (Building & Safety and Planning)  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
(626) 355-7138

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