



Richland County Courthouse

**RICHLAND COUNTY
DEPARTMENT OF BUILDING REGULATIONS**

1495 WEST LONGVIEW AVENUE • SUITE 202A

MANSFIELD, OHIO 44906 Phone • (419) 774-5517 Fax • (419) 774-6317

www.richlandcountyoh.us/c&p.htm

Flood Damage Information Sheet

The following tips are offered to assist property owners in the recovery period after a flood. Please call our office at (419) 774-5517 and our office staff and inspectors will assist in any way possible. Inspectors are available in the field to help assess the damage and remediation process.

Building Structural Damage

Before entering any structure, check the outside of the building for any visible damage. If you notice any leaks, smell any leaks (sewage gas, etc.), or find power lines that are down, damaged, or arcing, call the utility company immediately.

Look for external damage such as foundation wall cracks, missing foundation walls, and large holes in the ground or in the foundation wall. Inspect porch roofs, awnings, and overhangs to make sure they are adequately supported and attached to the structure. If any part of the foundation has been damaged, it is not safe to enter the building. Have the house inspected before you enter.

Enter the structure with care. Any additional loads in the structure may cause it to shift or collapse. If doors stick, do not force them open. Be aware of falling debris on the backside of a door as you open it. Be careful as you move debris in the structure. The debris may be covering sharp or rusted metal objects, broken glass or exposed electrical conductors. The floor surfaces may be slippery from the flood water and sediment left behind.

Turn off the electric service to the structure. Even if the electric utility has removed your electrical meter or has completely shut off power to the area, electrical hazards may still exist. There could be electrical hazards once the power is restored. Have your home inspected by an electrician or an electrical inspector from our office. See tips on selecting a contractor for selecting an electrician.

Permits and Inspections

Building and Electric Inspectors are in your area to assist in determining where structural and electrical hazards exist. If you have a question or think you have damage, please call our office and we will be happy to inspect at no charge.

Repair work must be completed to comply with existing codes. Please contact our office so that our inspectors may observe all construction activities as part of the repair or rebuilding process. Be sure to take pictures of the work as it progresses. Code questions can be answered by asking in inspector in the field or calling our office.



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Tips for selecting a contractor

In selecting a contractor for emergency repairs, it is essential to select a contractor who is reputable, honest, and knowledgeable. Ask to see proof of insurance. This should include general liability, personal injury, and vehicle liability at minimum. If the contractor has any employees, ask to see proof that Workman's Compensation Insurance has been paid.

Ask the contractor about his/her work history. A contractor who has experience with similar project will produce a smooth running job and a quality product at completion. Ask the contractor if he/she is registered with the Chamber of Commerce of Better Business Bureau (BBB). These agencies can provide any past complaints with the contractor. The contractor should have a current address and phone number. All proposals, cost estimates, guarantees, etc. that come from the contractor should be on letterhead with the contractor's current address and phone number, as well as the property description where the work will be performed.

Trust your instincts. If a situation or proposal does not seem right, ask questions. If you have questions about work materials or conditions, call our office and we will assist in any way we can.

Ask the contractor if a permit is required. A permit is not required to just replace carpet or flooring. Foundation and wall repair or replacement, electrical work, plumbing work, and mechanical work all require permits from our office. Please call our office with any questions about work that requires a permit.

Ask for the name of the supervisor and the crew that will be directly responsible for completing the work on your job. You will want to make sure that you have workers that can be trusted. They may need keys to access your home. The safety of your family and children is most important.

Do not pay a contractor up front. A reputable contractor will not give a discount for full payment up front. A contractor may ask for a small deposit to buy materials. A good range is 20-30% of the job price. Again, trust your instinct. If the amount seems too high, then it probably is. Reputable contractors have good credit and cash surplus to cover interim expenses. Make sure the terms and amounts of payment are in writing.

Ask for a description of the work to be performed in writing. At such times as work and payment terms have been negotiated, put them in writing. The written document should be signed by the property owner and the contractor. Make sure you are given time to fully read and inspect the work proposal. Avoid "sign up now" tactics.

Make sure the contractor will guarantee the work. This guarantee should be in writing as well and should indicate any costs the property owner is responsible for (deductible, property owner supplies materials, etc.).