



# HURRICANE PREPAREDNESS FOR HISTORIC STRUCTURES

## *Storm Ready Tips from the Board of Architectural Review*

### BEFORE THE STORM

- **Fasten** pre-fitted plywood panels over windows and doors to secure all openings.
- **Close and lock shutters**, if possible. (Zip-ties are a great way to secure shutters without locks while keeping the historic integrity intact.)
- **Check the roof** for any loose tiles or decorative details that could become projectiles; clear away and repair as necessary.
- **Ensure** gutters and downspouts are securely fastened to the building.
- **Remove or secure** all exterior furniture, potted plants, wind chimes, etc. on balconies and in courtyards.
- **Trim and clear** dead tree limbs as they can snap and become airborne in the event of a storm or high wind.
- **Clear** drain paths, rake leaves, and ensure your streetside storm drains are clear.
- **Gather** all necessary documents in one, easy to grab location (homeowners and flood insurance policy paperwork, etc.).
- **Program** all emergency and insurance company numbers into your phone.



*City Hall prepared for a hurricane.*

### AFTER THE STORM

- **Walk carefully** around the outside of your home to check structural damage. Watch for downed power lines and be safe.
- **Contact BAR staff** prior to conducting ANY work on the exterior of the building, even if not visible from the public right of way, to secure the proper permits.
- **Create a list of damage and take photos.** Do not dispose of damage before checking with your insurance company.
- **Carefully clean debris** and broken glass. Board up any damaged openings with plywood using as few fasteners as possible (take photos of the damage first).
- **Keep an accurate record** of any temporary repairs or expenses incurred as they may be needed for your permit or your insurance claim.
- **For broken or damaged windows**, please secure your property as needed by covering them with tarp or plywood, then contact BAR staff.
- **For roof damage**, if it's necessary to tarp your roof, please secure and weatherize your roof then contact BAR staff.
- **Ask BAR staff** questions by calling 843-724-3765 or visiting the City's Permit Center at 2 George St. They will respond as quickly as possible. They want to help!

### STAY INFORMED

- **City of Charleston Alerts:**  
Sign up for emergency alerts at [www.charleston-sc.gov/list.aspx](http://www.charleston-sc.gov/list.aspx)
- **City of Charleston TIDEeye Tool:**  
View local weather, tide information, and road closures at [gis.charleston-sc.gov/tideeye](http://gis.charleston-sc.gov/tideeye)
- **Board of Architectural Review (BAR):**  
View BAR guidelines and submittal requirements at [www.charleston-sc.gov/bar](http://www.charleston-sc.gov/bar)
- **City of Charleston Permit Center:**  
Call 843-577-5550 or apply online at [www.charleston-sc.gov/856/Permit-Center](http://www.charleston-sc.gov/856/Permit-Center)