



Sandusky Fire Department
600 W. Market Street
Sandusky, Ohio 44870
419.627.5822

Registration No.

Commercial / Industrial Vacant Building Plan

Property Address: _____ Parcel Identification Number: _____

The owner or person in control of the vacant commercial or industrial property shall submit a Vacant Building Plan that shall be approved by the Fire Chief and City Engineer or his/her designee.

Property Status

- Property is to be demolished by: _____
- Property is being renovated
 - Applications for all required permits will be submitted by: _____
 - All Permits have been issued
- Property is secured against unauthorized entry
 - Knox Entry System is installed
 - Vacant Property has been identified with hazard sign

Purpose: The vacant building ordinance and registration is a mechanism to protect neighborhoods from health and safety hazards through the lack of adequate maintenance and security to vacant buildings.

Acknowledgement of Responsibility: It is the joint responsibility of the owner and/or responsible party to ensure information is complete and accurate. Failure to comply is a misdemeanor. The City of Sandusky Vacant Building Ordinance requires the Owner/Responsible Party to meet all city codes and conditions of the approved property plan.

Applicant Name: _____

Signature: _____ Date: _____

Commercial / Industrial Vacant Building Registration

Property Address: _____ Parcel Identification Number: _____	
Owner or Owner's Representative	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____
Lien Holders or others with legal interest	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____
Local Agent or Management Company	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____
<input type="checkbox"/> Certificate of Liability Insurance Reason for Vacancy: _____	
Property Became Vacant on: _____ Expected Date of Occupancy: _____ Sheriff Sale Date: _____	
Registration Sub Type	<input type="checkbox"/> Vacant Building Registration <input type="checkbox"/> Annual Registration Renewal <input type="checkbox"/> 30 Day Pending Registration <input type="checkbox"/> Prorated Registration
Property Type	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other

General Information:

- The permit fee is due at the time of registration. Applications and fees must be received in person or certified mail. No faxes or emails will be accepted.
- Vacant Building inspections shall be scheduled through the Office of Fire Prevention at 419.627.5823.

Permit Fee Schedule

Minimum Permit Fee:	Multiple Year Fee Schedule		Permit Fee Total
\$400	2nd Year \$800	3rd Year \$1600	\$ _____
	4th Year \$3200	5th Year \$6400	

CITY USE ONLY

Vacant Building Registration Completed Vacant Building Inspection Completed

Notes:

City Engineer: _____ Date: _____

Fire Chief: _____ Date: _____