



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
<b>\$400</b>	<b>2<sup>nd</sup> Year \$800</b>	<b>3<sup>rd</sup> Year \$1600</b>	\$ _____
	<b>4<sup>th</sup> Year \$3200</b>	<b>5<sup>th</sup> Year \$6400</b>	

**CITY USE ONLY**

Vacant Building Registration Completed     Vacant Building Inspection Completed

Notes:

City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_