VACANT BUILDING REGISTRATION FORM

Section 22-140 of the City Code states that, "the owner of a building which has been continuously vacant for a period 12 months or more must register the building with the building code official"…There is an annual fee of one-hundred dollars ($100 .00). Failure to register your vacant building will result in a two-hundred dollars ($200.00) civil penalty or a four-hundred dollars ($400.00) civil penalty if the property is located within a historic area, conservation/rehabilitation district or blight area."

As such, if your building meets the above definition, you are required to complete this form and remit the required registration fee accordingly. Failure to do so will result in legal action against the property.

The City Code of Petersburg request that the form be completed in its entirely to the greatest extent possible so as new programs information becomes available, we will have current and apporpriate means to contact the property owner (s) should the need arise.

Property Address: _____**Date Property Last Occupied:**_____

Property Owner or Lienholder Information

Owner/Contact Person: _____

Phone Number:_____ E-Mail Address:_____

Company Name:_____

Mailing Address: _____

Property Maintenance and Management Information

Contact Person: _____

Phone Number:_____ E-Mail Address:_____

Company Name:_____

Mailing Address:_____

Attachment Requirements

1. A detail statement which estimates how long the building is likely to remain vacant, and the reasons for it remaining vacant during that period.
2. A description of the measures that will be taken while the building is vacant to ensure that the property is maintain in compliance with all applicable building and health codes.
3. Proof that the owner or agent has implemented an on-going rodent abatement and prevention plan for the interior and exterior of the building.

Complete the form, attach a check or money order for $100.00, payable to the City of Petersburg, and mail to:

City of Petersburg
Code Compliance Division
106 W. Tabb Street
Petersburg, Virginia 23803

The fee and registration is valid for one (1) year from the date of the registration. You are required to renew your vacant building registration every year that your building has been vacant for 12 consecutive months. If you have any questions, call the Code Compliance Dept. at, 804-733-2409.

Registrant

X_____ _____ _____

Signature Print Name Date

(Sec. 301.3, VMC, 2009 Ed. All vacant structures and premises shall be maintained in a clean, safe, secure and sanitary condition so as not to cause a blighting problem or adversely affect the public health or safety).

Note: Vacant buildings are required to be code compliant and nuisance free at all times to avoid legal action.