



VACANT BUILDING REGISTRATION

Pursuant to Section 8.28.020 of the Municipal Code of University City, any building that has become vacant **must** register with the Department of Community Development within 30 days after it becomes vacant and each year thereafter.

All fields must be completed unless noted. Please print.

PROPERTY ADDRESS

Address:

_____ *Number | Street | Unit*

Location Number: _____

Primary Use of Building

- Use: Residential
 Commercial

Number of Units Within Building: _____

REQUEST SUBMITTED BY

- Applicant Property Owner
 Agent / Property Manager
 Other _____

VACANT BUILDING PLAN

Date of Vacancy: _____ Provide brief description of work to be done on building:

Duration of Vacancy: _____

- Building Plan:
 Return to Use/Occupancy
 Demolition
 Other

**The location number can be found on the Real Estate tax bill*

MISSED INSPECTION FEE: A missed inspection fee of \$35.00 will be charged when an inspection cannot be completed because the work is not ready or entry is not provided.

APPLICANT SIGNATURE

The undersigned hereby certifies that s/he has examined this Vacant Building Registration Form and that to the best of his/her knowledge and belief, it is true, accurate and complete

PROPERTY OWNER

Name:

_____ *First Name | Last Name*

Phone Number:

_____ *(XXX) XXX - XXXX*

E-mail:

_____ *XXXX@XXXXX.XXX*

Address

_____ *Number / Street / Unit*

City / State / Zip:

_____ *City / State / Zip Code*

AGENT / PROPERTY MANAGER (IF APPLICABLE)

Name:

_____ *First Name | Last Name*

Phone Number:

_____ *(XXX) XXX - XXXX*

E-mail:

_____ *XXXX@XXXXX.XXX*

Address

_____ *Number / Street / Unit*

City / State / Zip:

_____ *City / State / Zip Code*

PROJECT FEE

Quantity	Registration Fee per Building	Total Fee
	\$200.00	

Name (Printed)

Signature

Date