



Fire Department

Dave Degnan
Fire Chief
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Office Telephone 419-627-5822
Fire Prevention 419-627-5823

600 W. Market St.
Sandusky, OH 44870
Fax 419-627-5820

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	<input type="checkbox"/> Property is to be demolished by: _____ <input type="checkbox"/> Property is being renovated <input type="checkbox"/> Applications for all required permits will be submitted by: _____ <input type="checkbox"/> All Permits have been issued <input type="checkbox"/> Property is secured against unauthorized entry <input type="checkbox"/> Knox Entry System is installed <input type="checkbox"/> 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 _____						
Certificate of Liability Insurance <input type="checkbox"/> Reason for Vacancy _____							
Property Became Vacant on: _____ Expected Date of Occupancy _____ Sheriff Sale Date _____							
Registration Sub Type	<input type="checkbox"/> Initial Building Registration <input type="checkbox"/> Annual Registration Renewal						
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 Vacant Building inspections shall be scheduled through the office of Fire Prevention at 419-627-5822 Applications and fees must be received in person or certified mail. No faxes or emails will be accepted.							
Permit Fee Schedule							
1st Year Permit Fee \$400	<table style="width: 100%; border: none;"> <tr> <td colspan="2" style="text-align: center;">Multiple Year Fee Schedule</td> </tr> <tr> <td style="width: 50%;">2nd Year \$ 800</td> <td style="width: 50%;">3rd Year \$1600</td> </tr> <tr> <td>4th Year \$3200</td> <td>5th Year \$6400</td> </tr> </table>	Multiple Year Fee Schedule		2nd Year \$ 800	3rd Year \$1600	4th Year \$3200	5 th Year \$6400
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2nd Year \$ 800	3rd Year \$1600						
4th Year \$3200	5 th Year \$6400						
	Permit Fee Total \$ _____						