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## APPLICATION FOR VACANT BUILDING LICENSE

Property Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Email Address: \_\_\_\_\_

Applicant / Agent in Charge (Must be located in Cuyahoga County): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Address (P.O. Boxes are not acceptable): \_\_\_\_\_

In accordance with Chapter 1375 of the Codified Ordinances of the City of Bay Village:

The owner, agent, lessee, party in control, or party in a foreclosure action of any vacant building, shall inspect the property at least one time each month on the interior and exterior of the property to verify that the requirements of this section, the Codified Ordinances of the City, and any other applicable laws are being met. A written report of such inspections shall be provided to the City upon request.

**CERTIFICATE OF COMPLIANCE is required prior to the sell, transfer or entering into an agreement to sell or transfer said property.** Any violations found upon inspection of the premises shall be corrected or should the buyer agree to assume all violations and an escrow account has been established, a Certificate of Compliance may be issued. Applications for a Certificate of Compliance can be found in The Building Department.

An application for a **VACANT BUILDING LICENSE** shall be accompanied by a non-refundable fee of **\$200.00 per year, per dwelling unit**. Return this application, fee and a copy of the property insurance to the Building Department.

*I declare, under penalty of perjury, that this application has been examined by me, is true, correct and complete.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

## **DUTIES OF OWNER**

The owner, lessee, or party in control of any vacant building, or a party that has filed and is currently maintaining an open foreclosure action regarding a vacant building shall maintain the vacant building in compliance with City codes, with particular attention to the following:

(1) Grass and weeds shall be kept at a maximum height of six inches. Shrubbery must be kept trimmed and neat and kept from encroaching on or touching the building.

(2) All building exteriors shall have adequate weather-tight protection, including paint, siding, and or similar finishes maintained in good condition.

(3) All buildings and grounds must be secured against trespassers and rodents. This includes maintaining all exterior doors, windows and yard fencing in a good and secured condition. No boards, plywood or similar means or materials may be used to secure windows and doors. Doors, and/or windows that are found to be defective shall be replaced with similar, new doors or window units equipped with locking hardware. Property must be properly winterized.

(4) Roofs on all buildings shall be in good, weather tight condition with no leakage.

(5) Any accumulated trash or debris must be removed from the property immediately.

(6) Graffiti, tagging or similar markings must be immediately removed or painted over with an exterior grade paint that matches the exterior color of the structure.

(7) Pools and spas shall be drained and kept dry. Properties with pools and spas must comply with the minimum security fencing requirements of the City.

(8) Property shall be maintained free of nuisance conditions.

(9) Compliance with this section does not relieve the owner or agent in control of the property of any obligations set forth in any covenants, conditions, restrictions, homeowners' association rules and regulations and/or codified ordinances or building codes which may apply to the property.

**Registration shall remain valid for twelve months from the date of issuance. The owner, agent, lessee or party in control, or party in a foreclosure action, shall renew the registration upon expiration for as long as the property remains vacant.**