



VACANT BUILDING REGISTRATION

VILLAGE OF JOHNSON CITY

60 Lester Ave
Johnson City, NY 13790
Phone: (607) 797-1021
Fax: (607) 798 7865
Email: Codeclerk@villageofjc.com

Village of Johnson City Vacant Building Registration Requirements

- Description of Premises: Square footage, # stories, approx. age
- Name and address of owner(s). PO BOX not accepted.
If Business or LLC: Name, address, and title of member(s)
- Name and address of any lienholder(s)
- Name, address, phone number of responsible party/emergency contact.
- Vacant Building Plan, one must be selected:
 - To be Demolished
 - Remain Vacant
 - Rehabilitation Plan to re-occupy
- Status of any default proceeding or foreclosure, if applicable

**This document must be included with submission.
Application will not be accepted if all fields are not complete.**

Address of Vacant Building: _____

Tax Map #: _____ Zoning District: _____

Property Owner: _____

Owner's Address: _____

Owner's Phone Number: _____

Owner's E-Mail Address: _____

If the Property Owner is a corporation or LLC, please complete page 3, providing the Name, Home Address, and Telephone for each director, manager, or partner.

Description of the premises including: Square Footage, Number of Stories, Age of Building, Most Recent Use

Emergency Contact

If owner/contact is not local, per LL 166-8, a local property manager is required

Name: _____

Address (PO Box NOT Accepted): _____

Phone Number: _____

Are there any lienholders or parties with ownership interest associated with this address? _____

Name: _____

Address: _____

Is this property in default? If yes, what is the status? _____

As noted on page 1 of this application, if you are anyone other than an individual owner, you are required to return this page with your Rental Registration Application.

Owner is a Partnership, Limited Liability Partnership, Joint Tenancy, Tenancy in Common, Tenancy by Entirety, Association or Other:

Each Owner, Partner's or General Partner's Name(s), Residence Address, Business Address, telephone # and E-mail:

Name and Residence Addresses:

1) _____ 2) _____

3) _____ 4) _____

Business Address:

1) _____ 2) _____

3) _____ 4) _____

Telephone and Email:

1) _____ 2) _____

3) _____ 4) _____

Owner is a Corporation or Limited Liability Company

Principal place of business for Corporation or Limited Liability Company:

Please provide the Name, Date of Birth, Title and Residence Address of each Officer, Director and Managing Agent of the said Corporation or Limited Liability Company:

Name: 1) _____ 2) _____ 3) _____

Title/Role: _____

DoB: _____

Residence Address: _____

Please Provide with Registration a Vacant Building Plan:

- If it is to be demolished**, a demolition plan and proposed time frame of demolition
- If it is to remain vacant**, a plan for securing and maintaining the building
- If it is to return to occupancy or use**, a rehabilitation plan

No work is to commence before obtaining a building permit from the Code Enforcement Officer.

Any changes to this registration must be notified to our office within 30 days. The owner will notify the Code Enforcement Office of any transfer of ownership within 45 days of transfer. The new owners shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the Enforcement Officer.

Failure of the owner or any subsequent owners to maintain the building and premises as required herein will be grounds for the Village:

- To remediate the building and bill the cost of same to the owner as provided in § 118-8;
- To revoke the rehabilitation plans; and
- The owner will be subject to fees and penalties as provided herein.