

APPLICATION FOR REGISTRATION PERMIT

**Building & Zoning Department/City of Springfield
Room 304/Municipal Center West - 300 S. 7th Street
Springfield, IL 62701
Phone: 217-789-2171/Fax: 217-789-2048**

Property Address: _____

Legal Description: _____

Tax Parcel ID: _____

Owner Name: _____

Address: _____

Phone (Home & Work): _____

If owner resides outside of Sangamon County, owner MUST provide the following information for an authorized agent who resides in Sangamon County. The authorized agent must be a person 21 years of age or older who has the authority to receive all notices and service of process on behalf of the owner.

Name: _____

Address: _____

Phone (Home & Work): _____

All persons with any legal interest MUST be listed below: (IF MORE THAN ONE PERSON ATTACH AN ADDITIONAL SHEET WITH REQUIRED INFORMATION.)

Name: _____

Address: _____

Phone (Home & Work): _____

Date on which building became vacant: _____ Open building

Vacant Building Plan: See attached sheet. Secured Building

New Registration - Fee: \$100.00 (1st 6 Months) Building vacant and containing two or more violations of Article VII, Chapter 170 of City of Springfield Ordinance.

Renewal Registration - Fee: \$250.00 (2nd 3 Months & 3 Months Thereafter)

Change of ownership - Fee: \$20.00

CERTIFICATION

Under penalties of perjury, the undersigned certifies the following: I am the owner of record of the named property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application; I agree to conform to all applicable federal, state and local laws; the owner and/or applicant have fully paid all taxes and all the other debts owed to the City of Springfield as of the date of this application; if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit; and that all of the information listed on this and any attached forms is true and correct.

**BOCA NATIONAL PROPERTY MAINTENANCE CODE/1996:
SECTION PM-107.0 NOTICES AND ORDERS - PM-107.5 Transfer of Ownership**

It shall be unlawful for the *owner* of any *dwelling unit* or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of to another until the provisions of the compliance order or notice of violation have been complied with, or until such *owner* shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Signature of Owner/Authorized Agent

Address

Phone Number

OFFICE USE ONLY:

	Approved	Date	Denied	Date
HOUSING CT. _____				

Permit #: _____

Application Date: _____

Issued: _____

Expires: _____

170.17.37. VACANT BUILDING PLAN

(a) A vacant building plan shall contain the following information:

(1) A plan of action to maintain the building and premises thereof in conformance with this Chapter.

(2) For buildings and premises thereof which are identified as being or containing a violation of this Chapter, a plan of action to remedy such violation(s).

(3) A time schedule identifying a date of commencement of repair and date of completion of repair for each violation of this Chapter.

(4) If the owner proposes to demolish the vacant building, then the owner shall submit a plan and time schedule for such demolition.

(b) The owner shall arrange for a reinspection of the structure by the department upon each date of completion listed in the Vacant Building Plan.

FOR YOUR INFORMATION, SEPARATE PERMITS ARE REQUIRED FOR ENCLOSURE, CONSTRUCTION REPAIRS, ELECTRICAL, PLUMBING AND HEATING, VENTING AND AIR CONDITIONING WORK.