

APPLICATION FOR REGISTRATION PERMIT
(Revised 07/10/2019)
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: _____

Property Owner: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

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: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

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

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

Open Building _____ or Secured Building _____

Date TY Expires _____

_____ New Registration for a building less than 20,000 square feet – Fee \$300.00 for 3 months.

_____ New Registration for a building greater than 20,000 square feet – Fee \$600.00 for 3 months.

_____ Renewal Registration for a building less than 20,000 square feet – Fee \$500.00 for 3 months.

_____ Renewal Registration for a building greater than 20,000 square feet – Fee \$1,000.00 for 3 months.

_____ Permit transfer – Fee: \$20.00

_____ Actively Managed and Marketed Properties (**Documents from Financial Institution/Brokerage license and External Inspection need to be scheduled**) — Note this is a pilot program which will be repealed on **October 31, 2019** unless the City Council votes prior to that date to extend.

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 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 building official or the building 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.

2012 INTERNATIONAL PROPERTY MAINTENANCE CODE
SECTION 107.0 NOTICE AND ORDERS – 107.6 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 building official and shall furnish to the building 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:

Building: _____

Permit #: _____

Approved: _____

Date: _____

Application Date: _____

Denied: _____

Date: _____

Issued: _____

Expires: _____

VACANT BUILDING PLAN (Use this form for a vacant building with two or more violations)

PROPERTY ADDRESS: _____

1. Indicate by signing below that the property will be maintained and secure.

Signature

2. For buildings and premises thereof which are identified as being in violation of Chapter 170, describe a plan of action to remedy such violation(s) **EXAMPLE**, building permit will be obtained, final inspections will be scheduled, repair per AOR

3. Show a time schedule identifying a date of commencement of repair and date of completion of repair for each violation of Chapter 170 or per Agreed Order to Repair

4. Will home be demolished? No Yes

If the owner proposes to demolish the vacant building, then the owner shall submit a plan and time schedule for such demolition. The owner will need to obtain a demolition permit prior to demolishing the building.

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 BUILDING REPAIRS, ELECTRICAL, PLUMBING, AND HEATING/VENTING/AIR CONDITIONING WORK. A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED BEFORE A VACANT BUILDING CAN BE RE-OCCUPIED.