



Commercial / Industrial / Institutional
Vacant Building Exemption Form

All vacant Commercial/Industrial/Institutional buildings must be registered with the City of Mount Vernon Property Maintenance Enforcement Office in accordance with the Vacant Commercial/Industrial/Institutional Building Registration Ordinance – Chapter 1323 of the City of Mount Vernon Codified Ordinances. An exemption can only be granted by the Code Enforcement Officer upon receiving a **completed** exemption form. Requests for an exemption must be received within 15 calendar days of receiving notification to register. Below please identify, for each property, the exemptions you are requesting. You are required to provide documentation to support your request for an exemption (e.g., copies of active building and/or zoning permits, square footage percentage of vacancy).

You will be notified within 15 calendar days whether or not your exemption has been approved. If it is not approved, you will be required to register within 30 calendar days of notification. For more information on the Vacant Commercial/Industrial/Institutional Building Registration Ordinance, please go to the City of Mount Vernon website at www.mountvernonohio.org or contact the Property Maintenance Enforcement Office.

Registration Exemptions

- 1323.11(a)(1) The building is under active construction/renovation and has a valid zoning/building permit(s) as required.** The applicant understands that, at the time of initial inspection, they will be exempt from registration until the longest running, currently active zoning/building permit. Documentation required.
- 1323.11(a)(2) The building suffered fire damage or damage caused by extreme weather conditions.** The applicant understands that they will be exempt from registration for a period of 180 days after the date of the fire or extreme weather event. The applicant further understands that they must provide written request for the exemption to include: 1) the names and addresses of the owner or owners, 2) contact information for their insurance company, and 3) a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building. If the applicant intends to repair or demolish the building, a plan must be submitted in accordance with Ord. 1323, section 1323.07, Vacant Building Plan, of the City of Mount Vernon Codified Ordinances.
- 1323.11(a)(3) The building is a multi-unit building and is more than 50% occupied.** The applicant understands that they are exempt from registration if the multi-unit building is more than 50% occupied. Documentation required.

Section I: Address(es) of Vacant Building Exemption Being Requested

- 1) _____
- 2) _____
- 3) _____
- 4) _____

City of Mount Vernon

Property Maintenance Code Enforcement
40 Public Square, Mount Vernon, OH 43050
Phone: 740-393-9400 Fax: 740-397-6595
E-mail: codeofficer@mountvernonohio.org



www.mountvernonohio.org

Section II: Property Owner Information (Required)

(No PO Boxes permitted; must provide a building address.)

Property Owner: _____

Street Address: _____

City: _____ State _____ Zip Code _____

Phone Number: _____

Designated Agent or Contact Person: _____

Street Address: _____

City: _____ State _____ Zip Code _____

Phone Number: _____

Additional Information as Required (attach if necessary)

- 1) Copy of valid zoning/building permit(s) Yes No
- 2) Building plan for a fire or extreme weather damaged building. Yes No
- 3) Documentation of multi-unit square footage vacancy percentage. Yes No

I, _____ hereby acknowledge that the information provided above is complete and accurate have read and understand the Vacant Commercial/Industrial/Institutional Building Registration Ordinance for owning a vacant building in the city of Mount Vernon and agree to comply with these requirements. In accordance with this ordinance, I agree to notify any future owner of this vacant building registration.

Applicant's Signature

Date