

City of Mount Vernon

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



www.mountvernonohio.org

Commercial / Industrial / Institutional Vacant Building Registration

Property Address _____						Parcel ID Number _____					
Owner or Owner's Representative	Name: _____										
	Address: _____										
	City _____				State _____				Zip _____		
	Phone _____					Email _____					
Lien Holders or Others with Legal Interest	Name: _____										
	Address: _____										
	City _____				State _____				Zip _____		
	Phone _____					Email _____					
Local Agent or Management Company	Name: _____										
	Address: _____										
	City _____				State _____				Zip _____		
	Phone _____					Email _____					
Certificate of Liability Insurance <input type="checkbox"/> _____											
Date Property Became Vacant: _____											
Reason for Vacancy: _____											
Property Type		<input type="checkbox"/> Commercial			<input type="checkbox"/> Industrial			<input type="checkbox"/> Institutional			
General Information: The registration fee is due 24 months from the date of the initial building registration. The registration fee shall be received by the City Auditor's Office in person or by certified mail. 40 Public Sq., Mount Vernon, Ohio 43050 Please make checks payable to the City of Mount Vernon.											
Registration Fees											
Current Year	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year or Later	Total Fee \$ _____ Due Date _____ Paid By Check # _____ Date _____					
Fee	\$400 ○	\$800 ○	\$1600 ○	\$3200 ○	\$6400 ○						
Late Fee (Equal to Current Year Fee) ○ _____											

Applicant Name: _____ Signature: _____ Date: _____

City of Mount Vernon

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



www.mountvernonohio.org

Commercial / Industrial / Institutional Vacant Building Plan

Property Address _____ Parcel ID Number _____	
The owner or person in control of the vacant commercial, industrial, or institutional building shall submit a Vacant Building Plan that shall be approved by the PMEO and the Fire Chief or his/her designee. At the time of registration the owner or person in control shall arrange for an inspection of the property per Section 1323.06.	
Building Status	<input type="checkbox"/> Building to Be Demolished by (Date): _____ <input type="checkbox"/> Demolition Permit issued <input type="checkbox"/> Building Plan attached <input type="checkbox"/> Building to Be Rehabilitated <input type="checkbox"/> Applications for all required permits will be submitted by (Date): _____ <input type="checkbox"/> All permits have been issued <input type="checkbox"/> Building Plan attached <input type="checkbox"/> Building to remain vacant <input type="checkbox"/> Building Plan attached <input type="checkbox"/> Building is secured against unauthorized entry <input type="checkbox"/> Knox Entry System is installed

Acknowledgement of Responsibility: It is the joint responsibility of the owner and/or responsible party to ensure information is complete and accurate. The City of Mount Vernon Vacant Commercial / Industrial / Institutional Building Ordinance requires the owner/responsible party to meet all City codes and conditions of the approved building plan.

Applicant Name: _____ Signature: _____ Date: _____

City Use Only	
<input type="checkbox"/> Vacant Building Registration Completed	<input type="checkbox"/> Vacant Building Inspection Completed
Notes: 	
Property Maintenance Enforcement Officer _____	Date _____
Fire Chief / Designee _____	Date _____