



DANIEL HORRIGAN, MAYOR

DEPARTMENT OF NEIGHBORHOOD ASSISTANCE

166 S. High St., 8th Floor
Akron, OH 44308
Phone: (330) 375-2366

**2024 COMMERCIAL/INDUSTRIAL
VACANT BUILDING REGISTRATION**

Akron Municipal Code: Chapter 154: Vacant Commercial or Industrial Buildings was adopted and became effective as Ordinance 207-2018 and is available online at www.akron.gov/vbr

VACANT PROPERTY INFORMATION

Address:(Street/City/State/Zip): _____

Summit County Parcel Tax Identification Number: _____

Property Type: _____ Commercial _____ Industrial

OWNER INFORMATION

Name (First/Middle/Last) or Entity Name: _____

Address of Owner (*not vacant property address*) (Street/City/State/Zip):

Daytime phone: _____ Evening phone: _____

Cell Phone: _____ Email address: _____

PERSON IN CONTROL OF PROPERTY (if different than Owner identified above)

Name: _____ Contact Name If Business: _____

Address: _____

Daytime Phone: _____ Emergency Phone: _____

Email Address: _____ F.I.D. #: _____

Is property covered by liability insurance? ____ Yes ____ No

If yes, attach a copy of the insurance policy.

Reason For Vacancy: _____

Date of Vacancy: _____

PROPERTY STATUS

____ Property is being advertised for sale

____ Property is being advertised for rent

____ Property is being demolished by _____ (date).

____ Property is being renovated and renovations will be complete by _____ (date).

Renovations require building permits? ____ Yes ____ No

If so, permits will be submitted by: ____ Contractor ____ Owner

____ Other (explain) _____

Realtor/Agent information (if applicable):

Name: _____

Company: _____

Address: _____

Phone #: _____

Utilities

Water/Sewer Bill is in the Name of: _____

Water: _____ On _____ Off

Electricity: _____ On _____ Off

Winterized: _____ Yes _____ No

Gas: _____ On _____ Off

Alarm System: _____ Yes _____ No Alarm System Active: _____ Yes _____ No

Name and Contact Number of Alarm System Provider: _____

Foreclosure Information

Is this property in foreclosure: _____ Yes _____ No *(If yes please complete the following)*

Court: _____ Case Number: _____ Filing Date: _____

Status: _____

Lender Name and Address: _____

Lien Holder or Others with Legal Interest In or Control over the Property

(1) Name: _____

Address (Street/City/State/Zip): _____

Phone: _____ Email address: _____

(2) Name: _____

Address (Street/City/State/Zip): _____

Phone: _____ Email address: _____

(3) Name: _____

Address (Street/City/State/Zip): _____

Phone: _____ Email address: _____

(if additional lienholders or legal interest holders exist, attach information on an additional page).

Please attach a Vacant Building Plan as set forth below (Akron Muni. Code §154.09):

The owner or person in control of the vacant commercial or industrial building shall submit a vacant building plan that shall be reviewed and approved pursuant to Akron Muni. Code §154.09 (B). The vacant building plan shall be selected from and include the minimum requirements from one of the three following categories:

1. **Demolition.** If the vacant commercial or industrial building is to be demolished, the vacant building plan shall include a proposed time frame for demolition which shall include a commencement date within thirty (30) days of approval of the proposed building plan and shall not exceed one (1) year in duration.
2. **Secured structure.** If the vacant commercial or industrial building is to remain vacant, the vacant building plan shall contain all of the following:
 - a. A plan for fire alarm, fire protection, ingress/egress, placarding, and other facilities as required by the Fire Code.
 - b. A plan of action to remedy any public nuisance existing in the building or on the property.
 - c. A lighting plan, including periodic maintenance, for the exterior of the building and property, walkways adjacent thereto, parking or loading areas, and other areas which may be vulnerable to vandalism, vagrancy or arson.
 - d. A plan for the maintenance of all structural openings, such as windows, doors, areaways and other openings to avoid the necessity of boarding up. Windows, doors, areaways and other openings that are located on the first floor and facing the street shall not be papered, soaped, blacked out or boarded up, and to avoid the appearance of vacancy, a form of display shall be set up that shall be approved by the Director.
 - e. A plan of action to maintain the vacant commercial or industrial building and property in compliance with the vacant building maintenance standards set forth in section 154.10.
3. **Rehabilitation.** If the vacant commercial or industrial building is to be returned to lawful occupancy or use, the vacant building plan shall include a rehabilitation schedule for the building and property. The rehabilitation schedule shall not exceed twelve (12) months. The Director may grant an extension of time upon receipt of a written explanation from the owner stating the reasons for the extension. During the period of rehabilitation, the building shall be kept secured and in compliance with the vacant building maintenance standards as provided in section 154.10.

I certify that the information above and attached is true and correct to the best of my knowledge. I understand that I am required to notify the Department of Neighborhood of any changes in the information contained above.

Signature of Owner: _____ Date: _____

Please mail this form to the Department of Neighborhood Assistance, 166 S. High St., 8th Floor, Akron, Ohio 44308 with a check or money order – payable to “City of Akron” and note the vacant property address on the ‘for’ line.

Annual Registration fee:

- **\$300.00** for structures of less than 10,000 square feet; OR
- **\$500.00** for structures of 10,000 square feet or more.

Amount enclosed: \$ _____

For questions about this form, please contact the Department of Neighborhood Assistance at (330) 375-2366, extension 6078.

To request possible assistance in marketing the vacant property, please contact the Mayor’s Office of Integrated Development at (330) 375-2133.