



Phone: 847-426-2822 Ext. 1

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Effective Immediately Vacant Buildings Must Be Registered.

On May 5 2008, the President and Board of trustees approved Ordinance # 08-21 creating a registry of vacant residential building and specifying responsibility for insurance and maintenance of such structures. The ordinance, which is in full force and effect, amends Chapter 150 buildings regulations of the Village Code of Ordinances. The following excerpts of the ordinance are listed to notify the public to be aware of and monitor commercial and residential structures that have become vacant in order to minimize the risk of crime and safety hazards.

The owner of any building that has become vacant shall within 30 says after the building becomes vacant, file a registration statement for each such structure with the Village on forms provided by the Building Department. The registration shall remain valid for one year from the date of registration. The owner shall be required to annually renew the registration as long as the building remains vacant and shall pay an annual registration fee of \$50 for each registered building. The owner shall notify the Building Department within 14 days of any change in registration information by filing an amended registration statement.

Any Owner who fails to register a vacant building shall be deemed to consent to receive, by posting at the building, any and all notices of code violations and all processes in an administrative proceeding brought to enforce code provisions concerning the building.

The owner of any building that has become vacant, and any person, operating or collecting rent for any building that has become vacant shall, within 30 days, enclose and secure the building; and, maintain the building in a secure and closed condition.

Any person who violates any provision of this section or of the rules and regulations issued hereunder shall be fined for each offense. Every day that a violation continues shall constitute a separate violations and offense.

120 Barrington Ave
847-426-2822
847-426-2956 Fax

Village of East Dundee
Building Department

Hours of operation
Monday-Friday
7:00-5:00pm

www.eastdundee.net

Vacant Building Registration

Dear Property Owner;

Pursuant to Section 151.028 of the Village of East Dundee Building Department, any building that has become vacant for a period of more than thirty (30) days and each year thereafter must register with the Building Department. Please complete this form, enclose a check or money order for \$50.00 made payable to the Village of East Dundee and mail to the above address.

Please fill out the information requested in the following sections. Any changes to the information contained on this form shall be reported to the Building Department within 14 days of such changes.

1. PROPERTY INFORMATION

Address:			Square footage:	Number of stories:
Most recent Use:		Sprinkler System:		Operational:
Fire Detection:	Alarm System	Comments:		

2. OWNER(S)* OF RECORD:

Property Owner:	Address:	Telephone #
E-Mail:	Drivers License or State Identification:	Date of Birth: / /
Property Contact:	Address:	Telephone#
E-Mail	Drivers License or State Identification:	Date of Birth: / /

A \$50 Administration Fee is due with the submittal of this registration form

For office use only

3. INSPECTION

Each building registered must be inspected annually by a licensed inspection agency or individual and submit the report to the Village Building Department. The report shall include the following information:

- A. **Building Openings.** All openings shall be weather tight and secured.
- B. **Roofs.** Roofs shall be free of defects, sound and tight.
- C. **Drainage.** Storm drainage system must be functional.
- D. **Building Structure.** Building must be maintained in good repair.
- E. **Foundation:** Shall be maintained structurally sound.
- F. **Exterior:** Property must comply with Sections 302.1 thru 302.9 of the IPMC.

Please complete and return within 30 days to avoid penalties.