



DANIEL HORRIGAN, MAYOR

**DEPARTMENT OF NEIGHBORHOOD ASSISTANCE**

166 S. High St., Room 100

Akron, OH 44308

Phone: (330) 375-2324

**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.akronohio.gov/vbr](http://www.akronohio.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., Ste. 100 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) 375-2324.*

*To request possible assistance in marketing the vacant property, please contact the Mayor’s Office of Integrated Development at (330) 375-2350.*