



**REGISTRATION OF VACANT DWELLING STRUCTURE**  
(Section 1492.25 of the Village of Cuyahoga Heights Building Code)

\$50.00 Annual  
Fee

- Initial Registration \_\_\_\_\_
- Renewal Registration Previous Cert. No. \_\_\_\_\_ Current Cert. No. \_\_\_\_\_
- Amended Registration \_\_\_\_\_

*The owner(s) of any dwelling structure that has become vacant must register with the Building Commissioner and designate an authorized agent. "Vacant" means a structure which is lacking habitual presence of human beings who have a legal right to be on the premises, or at which substantially all lawful residential occupancy has ceased, or which is substantially devoid of contents. (Section 1492.25(d))*

**Instructions:** Provide detailed information for the sections below. If additional space is needed, attach separate sheets.

**Section A: Property Information**

Address of Vacant Dwelling: \_\_\_\_\_

Permanent Parcel No. \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Contact Person, if not owner: \_\_\_\_\_

**Section B: Designation of Agent**

*The agent must: (a) be a person at least 18 years old; (b) have an office or reside in Cuyahoga County; and (c) be authorized to receive, on behalf of such owner(s), notices of violations of Village ordinances and to receive process in any court proceeding or administrative enforcement proceeding related to the use or maintenance of the property or the dwelling structure.*

Name and Address of Agent:

- Same as owner listed above in Section A (*must be located in Cuyahoga County*)
- Other: Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone No.: \_\_\_\_\_

*By designating an authorized agent, the owner is consenting to receive any and all notices of violations of Village ordinances and to receive process, in any court proceeding or administrative enforcement proceeding related to the use or maintenance of the property or dwelling structure, by service of the notice or process on the authorized agent. The registration shall remain valid for one (1) year from the date of registration. Registration must be annually renewed as long as the dwelling structure remains vacant. The owner shall notify the Building Commissioner within twenty (20) days of any change in the registration information by filing an amended registration.*

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only**

Date registration received: \_\_\_\_\_ Notes: \_\_\_\_\_

Received by: \_\_\_\_\_

Date cert issued: \_\_\_\_\_

Issued by: \_\_\_\_\_