



# CITY OF SCHENECTADY

## Building Department

### Bureau of Code Enforcement

City Hall, 105 Jay St, Room 17, Schenectady, NY 12305

## VACANT BUILDING REGISTRATION CHECKLIST

Per Schenectady City Code §167-56 all vacant buildings must be registered with the Building Department. In order to be placed on the registry the following criteria must be met:

- A complete Vacant Building Registration Form must be submitted to the Building Department
  - All boxes and texts fields shall be completed
  - Applicant must state their relationship to the property and provide documentation showing interest in said property
  - Property owner and lien holder fields (if applicable) must include all relevant names and or members associated with the respective contact type
  - The owner or applicant shall sign the form and have it notarized
- A registration fee shall be paid for the appropriate year as determined by the City (unless a fee exemption has been granted)
- A vacant building plan shall be submitted in addition to the Vacant Building Registration Form
  - Such plans shall include a description on how the property will be maintained, rehabilitated or demolished
- An interior inspection shall be conducted within 14 days of registering the property with the Bureau of Code Enforcement
- The vacant building shall remain free of any violations
  - If violations exist the owner or applicant must work to remedy issues with Code Enforcement
- All utilities, including water, gas and electricity shall be turned off until such time that the building is being made available for occupancy
- The vacant building shall be winterized

## DOCUMENTATION

Description of Document	Included
1. Vacant Building Registration Form	
2. Documentation of applicants affiliation with the property	
3. Copy of the last recorded deed	
4. Property Plan (maintenance, rehabilitation or demolition)	
5. Written statement requesting fee exemption (If Applicable)	
6. Proof of a foreclosure proceeding (If Applicable)	
7. Affidavit to assume all costs of demolition (If Applicable)	
8. Performance guarantee (demolitions only)	