



# CITY OF SCHENECTADY

## Building Department

### Bureau of Code Enforcement

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

## VACANT BUILDING REGISTRATION FORM

### PROPERTY INFORMATION

Address of Vacant Building: \_\_\_\_\_ SBL #: \_\_\_\_\_

Occupancy Type:  Single Family  Multifamily (two or more units)  Commercial

Utilities: Water:  On  Off Gas:  On  Off Electricity:  On  Off Winterized:  Yes  No

Is the property the subject of a foreclosure proceeding?  Yes  No

Registration Type:  Initial Vacant Building Registration  Annual Registration Renewal

Date Property Became Vacant (dd/mm/year): \_\_\_\_\_

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Relationship to Property: \_\_\_\_\_

\*Please submit all documentation showing interest or title to said property.\*

### PROPERTY OWNER (As of last recorded deed/Not the lien holder)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### LIEN HOLDER INFORMATION (If more than one, submit additional pages)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_



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#### PROPERTY MANAGER/EMERGENCY CONTACT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

#### VACANT PROPERTY PLAN

The city requires that a vacant building plan be submitted pursuant to §167-56(A)(6) of the city code. Please select the option that most accurately describes the plan for the vacant property.

- The building is to remain vacant and maintained.
  - Plan shall include a reason why the property shall be left vacant.
  - Plan shall include a description on how the property will be maintained.
  - Building shall be maintained in accordance with Schenectady City Code, specifically sections [138](#) (Building, Plumbing and Electrical Standards), [161](#) (Garbage, Rubbish and Refuse), [167](#) (Housing Standards), [228](#) (Streets and Sidewalks) and [258](#) (Weeds and Offensive Accumulation).
  
- The building is to be rehabilitated and returned to an appropriate occupancy or use within three hundred and sixty-five (365) days.
  - Any repairs, improvements or alterations to the property shall comply with any applicable zoning, housing, historic preservation or building codes and shall be secured in accordance with Schenectady City Code Section 167-51.1, if applicable, during the rehabilitation.
  - Request for an extension shall be submitted to the Building Inspector and include a written statement from the owner detailing the reasons for the extension.
  
- The building will be demolished.
  - A plan, indicating the proposed time frame in which the building will be demolished, not to exceed one hundred and eighty (180) days shall be included.
  - The plan shall meet the Bureau of Code Enforcement's Demolition Checklist ([http://cityofscheneectady.com/building\\_inspector\\_code.htm](http://cityofscheneectady.com/building_inspector_code.htm)).
  - An affidavit on a form prescribed by the City and executed by the owner that the owner will assume all costs associated with the demolition, and a performance guaranty.

**\* ALL REQUIRED PERMITS MUST BE OBTAINED BEFORE ANY WORK MAY BE STARTED \***



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**REGISTRATION FEE** (Please make checks payable to City of Schenectady.)

- 1st year fee: \$2,500
- 2nd year fee: \$3,000
- 3rd year fee: \$3,500
- 4th year fee: \$5,000
- 5th year fee: \$5,500
- Each subsequent year: \$5,500

The Vacant Building Registration form shall be received no later than 30 days after the building becomes vacant. Upon submission of a complete registration, an invoice will be sent out for the appropriate year and associated fee. Applicants shall have 30 days to submit payment from the day the invoice is generated. If the fee is not received within thirty (30) days, the registration shall become null and void and resubmission of the registration shall be required. If the owner or applicant fails to meet these requirements, they shall be subject to prosecution as prescribed in Sections 167-56 (E) and 167-15 of the City of Schenectady Code.

Please complete this registration form, and deliver to:

**Building Department - Bureau of Code Enforcement**  
**City Hall, 105 Jay St., Room 17, Schenectady, NY 12305**

**FEE EXEMPTION** (Must be requested in writing)

Under city code §167-56(B) the Building Inspector upon written request of the owner may grant an exemption for the registration fee based on the following circumstances:

- Where a building which has suffered fire damage or damage caused by extreme weather conditions shall be exempt from the registration requirement for a period of 90 days after the date of the fire or extreme weather event if the property owner submits a request for exemption in writing to the Bureau of Code Enforcement.
- Where a vacant building has been purchased by a new owner; a complete vacant building registration form is submitted and approved within 60 days; all necessary permits have been obtained within 60 days to rehabilitate the vacant building or demolish it.
- Where a vacant building has no exterior code violations and no interior code violations relating to electrical, plumbing, and structural components as verified by the Building Inspector or his designee. The Building Inspector may grant an exemption from the vacant building registration fees if any and all violations are remedied within 60 days of notice.

Will you be seeking a fee exemption based on the criteria provided above?  Yes  No

**INTERIOR INSPECTION** (Indicate below when you would like to schedule the inspection)

Section 167-56(A)(2) requires that an interior inspection be conducted within 14 days of initial registration. *UNLESS THE DATE REQUESTED IS LESS THAN 7 DAYS AFTER THIS FORM IS RECEIVED OR IF IT IS INCOMPLETE THE INSPECTOR WILL ARRIVE IN THE WINDOW SELECTED UNLESS YOU OTHERWISE HEAR FROM US.*

DATE: \_\_\_\_\_ Time:  10AM-11AM  11AM-12PM  1PM-2PM  2PM-3PM



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#### CERTIFICATION

STATE OF NEW YORK            )  
  ) ss.:  
COUNTY OF SCHENECTADY    )

I, \_\_\_\_\_ being duly sworn, deposes and says, that I have read the foregoing registration form and know the contents thereof; that the same is true to my knowledge except as to the matters therein stated to be alleged upon information and belief; and that as to those matters I believe it to be true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Sworn to me before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ Notary Public/Commissioner of Deeds

#### VACANT BUILDING REGISTRATION INFORMATION

**What qualifies a building as vacant:** A building, a portion of a building, or a structure in-which any one or more of the following conditions apply: **(1)** unoccupied and not secured or boarded in compliance with the standards set forth in § 167-51. 1 of the Code; **(2)** unoccupied and unsafe as determined by an enforcement officer; **(3)** unoccupied and has any violation of the Schenectady City Code or New York State Property Maintenance Code; **(4)** illegally occupied; **(5)** or unoccupied for a period of time of 45 days or longer.

**Who must register:** The owner shall register and is defined as the following: Any individual or individuals, partnership or corporation or any similar type of business organization, whether for profit or otherwise, in whose name title to a building stands, g a mortgagee or vendee in possession subject to NYS Real Property Actions and Proceedings Law 1308, assignee of rents, receiver, executor, trustee, lessee, agent or any other person, firm or corporation directly or indirectly in control of the property.

**When are registrations due:** Not later than 30 days after any building in the City becomes a vacant building or not later than 30 days after being notified by the Bureau of Code Enforcement of the requirement to register. The owner shall renew said registration on an annual basis until the building is no longer vacant, as defined herein. The annual registration renewal shall be due one year from receipt of a complete registration.

For questions regarding a vacant building registration, please contact the Building Department at [CDept@schenectadyny.gov](mailto:CDept@schenectadyny.gov) or call 518-382-5050.