



City of Plattsburgh
Department of Zoning and Codes
 41 City Hall Place | Plattsburgh, NY 12901
 518-563-7707 | Fax 518-563-6426 | Buildinginspector@cityofplattsburgh-ny.gov

Vacant Building Registration Form

Date: _____

Parcel ID _____

- () New Registration () Update or Change of Previously Submitted Registration (Date of Change ___ / ___ / ___)
 () Renewal Registration (For renewals please print date of Expiration ___ / ___ / ___)

Owner/s: _____

Property Address: _____

Telephone Number for each owner: _____

Mailing Address: _____

E-mail: _____

Emergency Contact or Authorized Agent (If Different Than Owner): _____

Telephone Number: _____ Mailing Address: _____

E-mail: _____

Date of Vacancy: _____ Length of time building will be vacant: _____

Property Status: Is this building secured? _____ Utilities: Gas – on / off Electricity – on / off Water – on / off

Building Plan: Demolition (Must provide demolition plan) Remain Vacant Rehabilitation

Requirements for each selection are detailed on the back of this form

Is this property the subject of a foreclosure? Y / N

Upon the filing of this registration please be prepared to schedule an inspection of the property.

The undersigned attests that the information reflected on this document is accurate. Falsification may result in denial or revocation of certificate

Owner: _____

Date: ___ / ___ / ___

Owner Signature: _____

All owners of a vacant building shall submit a vacant building plan within 30 days of registration, which must meet the approval of the Office of the Building Inspector. The plan, at a minimum, must contain information from one of the following three choices for the property:

If the building is to be demolished, a demolition plan under a permit application filed with the Office of the Building Inspector, indicating the proposed time frame for the building to be demolished, an affidavit executed by the owner that he will assume all costs associated with the demolition, and a performance guaranty.

If the building is to remain vacant, a plan for the securing of the building in accordance with standards provided by the Office of the Building Inspector. If applicable, such plans must be filed along with the procedure that will be used to maintain the property in accordance with the City and State Building Codes and a statement of the reasons why the building will be left vacant and for what time period the building will be vacant, and a performance guaranty, all of which must be acceptable to the Office of the Building Inspector.

If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property and a performance guaranty shall be provided. The rehabilitation plan shall not exceed 365 days, unless the Office of the Building Inspector grants an extension upon receipt of a written statement from the owner detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes and must be secured in accordance with the City Code, or with the directions of the Office of the Building Inspector, during the rehabilitation or until a new certificate of occupancy or certificate of completion has been issued.