



BUILDING CONSTRUCTION, ZONING AND CODE ENFORCEMENT

REGISTRATION FOR VACANT BUILDING

Pursuant to the Code of the City of Binghamton §265-14, Vacant Building Registry and Maintenance. Please complete & return within thirty (30) days to avoid penalties. Must be typed or legibly printed. See reverse side/below for directions and fees.

1. PROPERTY INFORMATION

Address:

Sq. footage of building: Age of building: Most recent use:

Sprinkler System: Yes No [Operational: Yes No/Current Inspection: Yes No]

Stand Pipe System: Yes No [Operational: Yes No/Current Inspection: Yes No]

Fire Detection System: Yes No [Operational: Yes No/Current Inspection: Yes No]

Elevator: Yes No [Operational: Yes No/Current Inspection: Yes No]

2. OWNER(S)* OF RECORD

Name:

Primary Address: Phone: Email:

3. CONTACT PERSON/REGISTERED PROPERTY MANAGER

Name:

Primary Address:

Business Hour Phone: Non-Business Hour Phone: Email:

4. LEINHOLDER(S)* OF RECORD

Name:

Primary Address: Phone:

5. IS THE PROPERTY LISTED FOR SALE Yes No

If yes, Real estate Agency Name:

Address: Phone:

6. VACANT BUILDING PLAN Check which applies. All required forms must be submitted with this page.

- A. The building is to be demolished.
- B. The building is to remain vacant.
- C. The building is to be returned to appropriate occupancy.

7. SIGNATURE OF OWNER(S)

Name:

Date:

Name:

Date:

*Attach a separate sheet for additional owners or lienholders.

City Hall ▪ 38 Hawley Street ▪ Binghamton, NY 13901 ▪ www.cityofbinghamton.com

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REGISTRATION FOR VACANT BUILDING

DIRECTIONS FOR COMPLETION OF VACANT BUILDING REGISTRATION FORM:

PROPERTY DESCRIPTION: Provide the requested information.

OWNER: Provide the information for the owner or owners of record or a mortgagee in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the premises. Any such person shall have a joint and several obligations for compliance with the provisions of this article. The address must include a street address. A post office box is not acceptable. Provide a home or business telephone number. Include an email address.

CONTACT PERSON/REGISTERED PROPERTY MANAGER: Provide the name of a party who is responsible for maintenance of the property. A “contact person” may be an owner, agent, property manager, or registered property manager. The Code of the City of Binghamton (§265-6) requires appointment of a “registered property manager” for “Owners and lessors, or their respective agents, of rental housing units who do not reside or maintain a principal place of business within Broome county, New York or an adjoining county of New York...” (If applicable, rental registration forms can be found online at www.cityofbinghamton.com/dept-code-enforcement.asp). The address must include a street address. A post office box is not acceptable. The contact person or registered property manager must be reachable by telephone during business and non-business hours. Include an email address.

LIENHOLDERS: The names and addresses of all known lienholders (lenders) with a mortgage affecting the property. The address must include a street address. A post office box is not acceptable. Provide a business telephone number.

REAL ESTATE AGENCY: If the property is listed for sale, provide the requested information for the real estate agency.

VACANT BUILDING PLAN: The owner must select one of the three vacant building plans. The plans must be approved by the Enforcement Officer. Please check the appropriate plan, complete and submit the corresponding form(s).

SIGNATURE: Must be signed by the owner(s).

REGISTRATION FEES FOR VACANT BUILDING

Registration Fee – applicable to all vacant buildings	\$50.00
Remaining Vacant – according to 6b	\$500.00
Non-Completion – according to 6c	\$500.00
Returned checks	\$20.00
Late Charges	1.5%
Transferring Ownership – all fees must be paid prior to transferring ownership	
Unpaid balance – added to tax bill with \$100.00 fee	

Payment is required at time of registration. Make checks or money order payable to “City of Binghamton”
We thank you for investing responsibly in our community.

SECURITY CHECKLIST FOR VACANT BUILDING

Pursuant to the code of the city of Binghamton §265-14, Vacant Building Registry and Maintenance
This form must be completed and submitted with the Registration Form.

THE FOLLOWING ITEMS RELATE TO PUBLIC SAFETY AND EMERGENCY ACCESS. FOR ITEMS 1-6 PLEASE INSERT A PROPOSED COMPLETION DATE AND SCHEDULE A MEETING WITH AN OFFICER WHO WILL APPROVE OR PROVIDE FOR A NEW ACCEPTABLE COMPLETION DATE. ITEM 7 MUST BE COMPLETED IN 10 DAYS.

1. Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.

Completed or Proposed completion date: Approved, or new completion date:

2. Chimneys, smokestacks, cornices, gutters, and any other extension or overhanging part of a building will be maintained to avoid collapses.

Completed or Proposed completion date: Approved, or new completion date:

3. Fuel tanks will be maintained so as not to be a hazard or will be discontinued in a manner consistent with Chapter C of the state Uniform Fire prevention and building code (9 NYCRR).

Completed or Proposed completion date: Approved, or new completion date:

4. Elevators, dumbwaiters and escalators will be maintained or taken out of service, in accordance with ANSI A17.1.

Completed or Proposed completion date: Approved, or new completion date:

5. Structural members will be maintained to support emergency access to the building.

Completed or Proposed completion date: Approved, or new completion date:

6. Ceilings, walls, floors and stairways will be maintained to support emergency access to the building.

Completed or Proposed completion date: Approved, or new completion date:

7. Within ten (10) days of registering the building as a vacant building, all fuel gas, water, and utilities must be disconnected at the mains and water pipes drained. If the building is to be rehabilitated, then the building may be heated to avoid freezing pipes, fuel gas pipe systems must be maintained gastight, safe and operative condition, and water pipes must be maintained to avoid leaks and/or breakage.

completed to be completed within **10 days**

SECURITY CHECKLIST FOR VACANT BUILDING

THE OWNER WILL PROTECT AND MAINTAIN THE EXTERIOR OF THE BUILDING AS FOLLOWS:

8. The covering for broken doors and cracked or broken windows may consist of replacement glass, plexiglass, boards, plywood or similar materials finished and maintained in a manner recommended and approved by the Enforcement Officer. The materials will be designed and of such color to blend in with the finish of the building. [the coverings for windows and doors with glass may not consist of any substance sprayed onto the glass doors or windows. All enclosures shall be properly fitted and be of such material and surface that they are neither unsightly nor will materially detract from the general appearance of the building of the building or the neighborhood and, when possible, secured by normal means. Windows that are not cracked or broken may be covered with interior blinds, curtains, shades, or decorative paper]

completed to be completed within **1 month** not applicable

9. Any excavations, swimming pools, or other attractive nuisance must be filled in or properly closed.

completed to be completed within **1 month** not applicable

10. Refrigerators and similar equipment with locking mechanisms will not be discarded, abandoned or stored without first removing the locking devices or the hinges of the doors.

completed to be completed within **1 month** not applicable

11. Junked vehicles as defined in §265-2, equipment, or materials will not be stored at the premises.

completed to be completed within **1 month** not applicable

12. Flues, gas vents, smoke pipes and connectors will be maintained structurally safe and smoke tight.

completed to be completed within **1 month** not applicable

13. The premises will be kept free of insects and vermin, and will be treated if necessary.

completed to be completed within **1 month**

14. The owner will not permit garbage and refuse to accumulate.

completed to be completed within **1 month**

15. Exterior walls, including foundations, will be maintained so that water does not penetrate into basements, cellars, or other interior areas. All exterior walls and foundations must be free of holes and crevices

completed to be completed within **3 months**

SECURITY CHECKLIST FOR VACANT BUILDING

16. Exterior doors, windows, skylights and similar openings will be maintained weather tight.

- completed to be completed within **3 months**

17. Roofs shall be maintained in a weather tight condition.

- completed to be completed within **3 months**

18. Exterior surfaces shall be maintained in good condition. Surfaces not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative.

- completed to be completed within **3 months**

IN ADDITION TO THE STANDARDS PRESCRIBED ABOVE, VACANT COMMERCIAL AND RETAIL BUILDINGS SHALL COMPLY WITH THE FOLLOWING STANDARDS:

19. Any and all first floor windows will be replaced by glass, plexiglass, an approved mural, or announcement sign, such coverings must be maintained.

- completed to be completed within **1 month** not applicable

20. All exterior signs, awnings and lighting systems, if not removed, shall be maintained in a non-deteriorated and safe condition.

- completed to be completed within **3 months** not applicable

THE OWNER WILL PROTECT AND MAINTAIN THE INTERIOR OF THE BUILDING AS FOLLOWS:

21. Structural members will be maintained to resist and prevent deterioration.

- completed to be completed within **3 months**

22. Unheated attics, spaces below flat roofs, and crawl spaces will be ventilated to minimize deterioration.

- completed to be completed within **3 months** not applicable

SECURITY CHECKLIST FOR VACANT BUILDING

THE OWNER WILL CONTINUE TO MAINTAIN THE PREMISES AS FOLLOWS:

Storm water drainage systems will be maintained so as to function properly and be kept free from obstructions, leaks and defects. Sewage systems will be similarly maintained or will be sealed so as to prevent accumulation of sewage gases in buildings.

Electrical fixtures, devices, wiring and systems will be maintained in safe working condition in a manner which will avoid a potential source of ignition or shock or service will be discontinued at the supply.

The owner will provide for snow removal (abutting sidewalks) as required by §265-13.I(4).

The owner will maintain yards and vacant lots trimmed and mowed, with the height of grass and weeds being no more than 10 inches, and clean and free of physical hazards, rodent harborage and infestation as required by §265-13.H.

IN ADDITION TO THE REQUIREMENTS HEREIN, THE OWNER WILL COMPLY WITH ALL NEW YORK STATE AND CITY OF BINGHAMTON FIRE REGULATIONS.

Whenever the owner of a vacant building fails to comply with a notice from an Enforcement Officer to take steps and perform acts as are required of him or her to ensure that a building and its adjoining yards remain safe and secure and do not present a hazard to adjoining property in violation of subsection 2 above, the City may, pursuant to §254-4, enforcement, enter onto the building and the property and take steps and perform acts to render the building and its adjoining yards safe, secure and free from hazards to adjoining property and the public. These acts will include but not be limited to removal of dangerous conditions, properly replacing or boarding up windows and doors, shutting off utilities, capping plumbing to prevent leakage of water or sewer gas, or removing flammable or otherwise hazardous material and debris. A bill for the expenses incurred above will be presented to the owners of the building consistent with the provisions outlined in §265-13.J(2) of this chapter.

VACANT BUILDING PLAN FORM

Pursuant to the code of the City of Binghamton § 265-14, Vacant building Registry and Maintenance

(This form must be completed and submitted with the Vacant Building Registration Form)

If you selected option 6a, building to be demolished, then you must complete and submit a permit application. The application is available from the Office of Building construction, Zoning, & Code Enforcement and on the City’s website (www.binghamton-ny.gov). The building must be secured in accordance with New York State law pending demolition. Within ten (10) business days of registering the building as a vacant building, all fuel gas, water, and utilities must be disconnected at the mains and water pipes drained. If the owner fails to demolish the building and remove the debris in accordance with the permit, then option 6b, building to remain vacant, will apply to the property.

If you selected option 6b, building to remain vacant, then in the space provide below (or an additional sheet if necessary), describe the reason why the building is to remain vacant and why it cannot be demolished or rehabilitated. You must also complete, submit, and comply with the Building Security Checklist (§265-14D) which is attached.

If you selected option 6c, building to be rehabilitated, then you must submit an Application for Site Plan Review, if necessary, or a Building Permit Application with the Vacant building Registration Form.* The Application for Site Plan Review and the Building Permit Application is available from the Office of Building Construction, Zoning, & Code Enforcement and on the City’s web site. The rehabilitation plan will not exceed 365 days from the date of submission and will include progress benchmarks at least every four (4) months. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes. You must also complete, submit, and comply with the Building Security checklist (§265-14D) which is attached.

*The Office of Building Construction, Zoning, & Code Enforcement may extend the time to submit an Application for site Plan Review or a Building Permit Application for up to sixty (60) days provided (i) the property is in compliance with the Building Security Checklist, and (ii) the City receives a letter from a licensed engineering, planning, or surveying firm confirming that the owner has retained the firm to prepare the rehabilitation plans. If the owner is requesting an extension of time to submit an Application for Site Plan Review or a Building Permit Application, then in the space below (or an additional sheet if necessary), describe the proposed rehabilitation plan, including anticipated progress benchmarks.

Signature of Owner(s)

Date: