



Vacant Building Registration Form

Pursuant to Article VI - Vacant Building - Section 18-505 of the Village of Park Forest Municipal Code, the owner of any building shall, within sixty (60) days after a building becomes vacant, register each such building with the Building Commissioner, and each year thereafter by filing a **Vacant Building Registration Form**.

- An annual, non-prorated, non-refundable **\$200.00 Registration Fee** shall be required at the time of registration for each vacant building.
- An owner shall notify the Building Commissioner within fifteen (15) days of any change in registration information by filing an **Amended Registration Form**.
- A **Vacant Building Plan** must be submitted with registration including evidence of current/appropriate insurance. (Please see reverse side for instructions.)
- The owner of a vacant building is required to annually renew the registration on the anniversary date of the first filing. The annual renewal will include a new **Vacant Building Registration Form** and payment of the **\$200.00 Annual Registration Fee**.

Initial Registration for year _____
Registration to be filed annually for each vacant building.

Amended Registration for year _____
Any changes to this registration must be reported within 15 days.

Vacant Building Address: _____, Park Forest
Parcel Identification Number: _____

Owner Name: _____
Principal Owner of Corporation or LLC _____
Address (No P.O. Box Numbers) _____
City/State/Zip _____
Phone: Home _____ Cell _____ Work _____

Owner Name: _____
Principal Owner of Corporation or LLC _____
Address (No P.O. Box Numbers) _____
City/State/Zip _____
Phone: Home _____ Cell _____ Work _____

If there are additional owners, please list on the reverse of this sheet and provide the information as set forth above for each additional owner.

Registered Agent Name: _____
Company _____
Address _____
City/State/Zip _____
Phone: Daytime _____ Emergency _____

I hereby certify that I have examined this Vacant Building Registration Form and that, to the best of my knowledge and belief, it is true, accurate and complete. I am aware that failure to provide suitable evidence of adequate insurance or submittal of an incomplete or inaccurate form shall be deemed NOT to satisfy the requirements of Section 18-505 of the Municipal Code for the Village of Park Forest.

Signature of: Owner Agent _____ Date _____

Vacant Building Plan
To be submitted with Vacant Building Registration Form

At the time a building is registered, the owner shall submit a written ***Vacant Building Plan***. This plan should include, but is not limited to, the following:

- **Evidence of appropriate and current insurance**
 - Insurance Requirements:

1-3 units:	\$500,000
4-11 units:	\$750,000
12-48 units:	\$2,000,000
Industrial/Commercial Property:	\$2,000,000

- **Short-Term Plans**
 - Current status of Building: How will building be secured? Doors locked? Windows screened and meshed? Is the property winterized? Which utilities are on? (Boarding of windows/doors is prohibited.)
 - Plan of action for exterior building maintenance.
 - Schedule for grass cutting/yard maintenance. Grass and weeds must be cut and maintained not to exceed eight (8) inches maximum height.

- **Long-Term Plans**
 - What building improvements are planned? (Include timeline)
 - What is projected date of re-occupancy?
 - Building to be sold or rented?
 - Re-Occupancy Inspection must be applied for and Certificate of Occupancy issued prior to anyone occupying the property.
 - Is property to be demolished?

- **Signage per the Municipal Code of Ordinances Section 18-515 (c)**
 - Signage (provided by the Village of Park Forest) must be affixed to the front street side door of the building structure for the entire length of the vacancy. Failure to do so will result in a fine with a maximum amount of \$750 per day.
 - The Building Commissioner must be notified within fifteen (15) days of any change, and corrected signage affixed to the structure.

Additional Owner Information

Owner Name: _____
Principal Owner of Corporation or LLC _____
Address (No P.O. Box Numbers) _____
City/State/Zip _____
Phone: Home _____ Cell _____ Work _____

Owner Name: _____
Principal Owner of Corporation or LLC _____
Address (No P.O. Box Numbers) _____
City/State/Zip _____
Phone: Home _____ Cell _____ Work _____

~ FOR OFFICE USE ONLY ~	
<input type="checkbox"/> \$200 registration fee <input type="checkbox"/> Liability Insurance <input type="checkbox"/> Vacant Building Plan <input type="checkbox"/> Signage given to applicant <input type="checkbox"/> Application processed by _____	REGISTRATION RECEIVED: