



CITY OF BAYTOWN

Registration for Commercial Vacant Building

BUILDING ADDRESS: _____ **CITY:** _____ **STATE:** ____ **ZIP:** _____

LOT: _____ **BLOCK:** _____ **SUBDIVISION:** _____ **ZONING DISTRICT:** _____

OWNER'S NAME: _____ **PHONE:** (____) _____

STREET ADDRESS: _____ **CITY:** _____ **STATE:** ____ **ZIP:** _____

OWNER'S E-MAIL ADDRESS: _____

MANAGER'S NAME: _____ **PHONE:** (____) _____

STREET ADDRESS: _____ **CITY:** _____ **STATE:** ____

ZIP: _____

COMPANY NAME: _____ **EMAIL ADDRESS:** _____

AGENT'S NAME: _____

PHONE:(____) _____

STREET ADDRESS: _____ **CITY:** _____ **STATE:** ____

ZIP: _____

COMPANY NAME: _____ **EMAIL ADDRESS:** _____

LIENHOLDER(S) INFORMATION IF ADDITIONAL SPACE NEEDED – ATTACH A SEPARATE SHEET

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

CITY: _____ **STATE:** ____ **ZIP:** _____

CONTACT NAME: _____

CONTACT NAME: _____

PHONE: (____) _____

PHONE: (____) _____

REGISTRATION / INSPECTION FEES

2,000 SQ FT OR LESS

\$250

SQUARE FOOTAGE OF BUILDING: _____

\$250 FOR THE FIRST 2,000 SQ. FT. AND \$3 PER 100 SQ. FT.
OR FRACTION THEREOUR IN EXCESS OF 2,000 SQ. FT.

REGISTRATION FEE: _____

INSPECTION FEE OF \$ 50 PER INSPECTOR PER HOUR

INSPECTORS NEEDED: _____ **# OF HOURS:** _____

INSPECTORS FEE: _____

OWNER/MANAGER/AGENT SIGNATURE _____ **DATE** _____

PRINTED APPLICANT NAME AND TITLE _____

OFFICE USE ONLY

ADMINISTRATOR _____ DATE _____

INSPECTOR _____ DATE _____

CONDITION OF BUILDING _____

BUILDING INFORMATION

PLEASE RESPOND THE FOLLOWING QUESTIONS AND ATTACH ADDITIONAL SHEETS TO THIS FORM IF REQUIRED.

1. PERIOD OF TIME THE BUILDING IS EXPECTED TO REMAIN VACANT: _____
2. PLANS TO RETURN THE BUILDING TO A LAWFULL OCCUPANCY AND USE: _____ YES _____ NO
ESTIMATED DATE FOR RETURNING THE BUILDING TO A LAWFUL OCCUPANCY AND USE: _____
3. PLAN TO DEMOLISH THE BUILDING? _____ YES _____ NO
DATE BUILDING IS SCHEDULED FOR DEMOLITION: _____
4. PROPOSE TO REHABILITATE OR RENOVATE THE BUILDING? _____ YES _____ NO
DATE BUILDING REHABILITATION OR RENOVATION IS SCHEDULED TO COMMENCE: _____
DATE BUILDING REHABILITATION OR RENOVATION IS SCHEDULED TO BE COMPLETED: _____
5. PROPOSE TO RETAIN THE BUILDING? _____ YES _____ NO
MEASURES THAT WILL BE TAKEN TO TRY TO REDUCE ANDY ADVERSE IMPACT ON THE PROPERTY VALUES OF ADJACENT PROPERTY FROM RETENTION OF THE VACANT BUILDING: _____

6. PROPOSED PLAN FOR REGULAR MAINTENANCE OF THE BUILDING DURING THE PERIOD OF VACANCY WITH CERTIFICATION THAT THE BUILDING IS COMPLIANT WITH ALL APPLICABLE CODES: _____

7. PROPOSED MEADURES TO SECURE THE BUILDING, WHICH MAY INCLUDE ONE OR MORE OF THE FOLLOWING METHODS:
 - a. INSTALLATION AND MAINTENANCE OF ADEQUATE WINDOWS AND DOORS TOGETHER WITH LOCKS DESIGNED TO SECURE THE BUILDING
 - b. INSTALLATION AND MAINTENANCE OF SECURITY SHUTTERS, GRILLS, AND BARS FOR WINDOWS AND DOORS;
 - c. INSTALLATION OPERATION AND MONITORING OF AN ELECTRONIC SCURITY SYSTEM, WHICH
 - d. MONITORS WINDOWS AND DOORS BY GLASS BREAKAGE OR MOTION SENSORS, AND A METHOD OF RESPONDING TO LARMS FROM THE ELECTRONIC SECURITY SYSTEM, OTHER THAN SOLE RELIANCE ON THE CITY'S POLICE DEPARTMENT;
 - e. INSTALLATION OF BOARDS ON WINDOWS AND DOOR PURSUANT TO SECTION 18-1310;
 - f. INSTALLATION OF SECURITY GENCING PURSUANT TO SECTION 18-1311;
 - g. EMPLOYEMENT OF WATCHERS, WHO ARE LICENSED PEACE OFFICERS, PUBLIC SECURITY OFFICERS, COMMISSIONED SECURITY OFFICERS, OR NONCOMMISSIONED SECURITY OFFICERS PURSUANT TO SECTION 18-1312; OR
 - h. ANY OTHER METHOD APPROVED BY THE ADMINISTRATOR;_____

8. PROPOSED MEASURES TO MONITOR AND INSPECT THE PROPERTY ON A WEEKLY BASIS, WHICH MONITORING AND INSPECTIONS MUST BE PERFORMED BY THE OWNER, PROPERTY MANAGER, OR AN AGENT OF THE OWNER WITH FULL AUTHORITY TO MAINTAIN AND MAKE REPAIRS TO THE PROPERTY OF A WEEKLY BASIS. _____

9. PROPOSED LOCATIONS OF WARNING SIGNS REQUIRED BY SUBSECTIONS 18-1310 (b) AND 18-1311(b) _____

10. A CERTIFICATE OF INSURANCE EVIDENCING COMMERCIAL GENERAL LIABILITY INSURANCE POLICY WITH AN AGGREGATE OF NOT LESS THAN \$ 1,000,000.00 AND A PER OCCURANCE LIMIT OF NOT LESS THAT \$ 500,000.00 AND SHALL PROVIDE THAT COVERAGES AFFORDED UNDER THE POLICY WILL NOT CANCEL, SUSPEND, VOID OR REDUCE UNTIL AT LEAST 30 DAYS' PRIOR WRITTEN NOTICE HAS BEEN GIVEN TO THE CITY.

INSURANCE INFORMATION: _____
