



## Vacant Building Registration and Permit Application

Pursuant to Code of Civil Ordinances, Chapter 6 Housing, section 6-10 and 6-11.

Return this form to the zoning administrator, 51 Depot Square, St. Johnsbury, VT 05819

### 1. Building address:

\_\_\_\_\_

Tax ID: \_\_\_\_\_ Parcel ID \_\_\_\_\_ Zoning District: \_\_\_\_\_

### 2. Owner(s) name(s): \_\_\_\_\_

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

Phone (daytime): \_\_\_\_\_ (email): \_\_\_\_\_

### 3. Local property manager if owner(s) are not Vermont residents:

\_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ (email): \_\_\_\_\_

### 4. Disclose all measures to be taken to ensure that the building will be kept weather-tight and secure from trespassers, safe for entry by police officers and firefighters in times of exigent circumstances or emergency, and together with its premises be free from nuisance and in good order in conformance with the building owner obligations: (attach additional sheets if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Statement of Intent

Initial date of vacancy: \_\_\_\_\_

Expected period of vacancy to end on \_\_\_\_\_



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**6. The plan for regular maintenance during the vacancy to comply with the maintenance safety requirements of the ordinance:** (attach additional sheets if needed)

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**7. Plan and timeline for the lawful occupancy, rehabilitation or removal or demolition of the structure:** (attach additional sheets if needed)

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**8. Registration fee:** \$100.00 per building.\*

**9. Active on the market fee waiver:** \*Upon a showing that the building or structure is being actively marketed for sale or lease and maintained pursuant to its vacant building permit or renewal thereof, the Zoning Administrator shall waive any fees for a period of twelve (12) months from the time the fee first becomes due. This waiver may be extended for an additional year for such buildings only if the owner (i) continues to show that the building or structure is being actively marketed for sale and maintained and (ii) discloses the details of how the building was actively marketed for sale during the waiver year (i.e., offers, appraisals, or consultants engaged). Upon the expiration of the initial twelve-month period or its extension, the fee may be charged.

**10. Applicant Signature**

Please sign the certification below:

I/We, \_\_\_\_\_, state the information provided in this registration/application is true and accurate to the best of our knowledge.

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Date



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**11. Inspection.** Please contact Mr. Robert Holmes, code compliance officer, at 802-424-7684 or at [rholmes@stjvt.com](mailto:rholmes@stjvt.com) to arrange for an inspection of the premises by him and the appropriate police and fire officials. The purpose of such inspection is to determine and ensure the structural integrity of the building, the repairs necessary to ensure its structural integrity, that it will be safe for entry by police officers and firefighters in times of exigent circumstances or emergency, that the building and its contents do not present a hazard to the public during the time that the building or structure remains vacant, and that the building or structure is following the standards of the ordinance.

### 12. Zoning administrator certification

The above premises meet current requirements for compliance to receive a vacant building permit.

Vacant Building Permit \_\_\_\_\_ (ID) was issued on \_\_\_\_\_

And is valid until \_\_\_\_\_

And all fees due \_\_\_\_\_ (amount) are paid in full.

\_\_\_\_\_

H. Paul Berlejung, zoning administrator                      Date \_\_\_\_\_