

Vacant Building Registration Procedures

- Applicant must submit a complete application form
- Applicant must submit a plan of action for the property
- If the property needs to be boarded up, then the applicant must sign a copy of the Standards for Securing a Vacant Property instructions and submit with application
- Applicant must pay \$100 fee for registration
- Applicant must pay \$25 fee for boarding permit (if required)
- Vacant Building Registrations expire and must be renewed after six months if the property is still vacant
- Call (229) 438-3900 for questions