



Village of Mount Prospect

Community Development Department – Health & Housing Division

50 South Emerson Street Mount Prospect, Illinois 60056

Phone: 847-870-5668 Fax: 847-818-5329

www.mountprospect.org

VACANT STRUCTURE REGISTRATION

PROPERTY ADDRESS: _____

STRUCTURE STATUS (check all that apply)	<input type="checkbox"/> Condemned or immediate hazard <input type="checkbox"/> Vacant and not secure for more than five (5) days <input type="checkbox"/> Vacant and boarded for more than thirty (30) days <input type="checkbox"/> Vacant and outstanding code violations for more than thirty (30) days <input type="checkbox"/> Vacant and nuisance condition cited within last 180 days		
BACKGROUND INFORMATION Property Owner	Name(s)		Telephone (day)
	Corporation		Telephone (evening)
	Street Address		Fax
	City	State	Zip Code
BACKGROUND INFORMATION Additional Contact Information	Mortgage Holder		Telephone (day) _____
	Name _____		Fax _____
	Address _____ _____		Email _____
Local Authorized Agent (to receive notices and sign complaints)		Telephone (day) _____	
Name _____		Fax _____	
Address _____ _____		Email _____	
Insurance Company		Telephone (Day) _____	
Name _____		Fax _____	
Address _____ _____		Policy # _____	

	Authorized Person on Property Name _____ Address _____ _____	Telephone (day) _____ Fax _____ Email _____
BACKGROUND INFORMATION Additional Contact Information	Authorized Person on Property Name _____ Address _____ _____	Telephone (day) _____ Fax _____ Email _____
	Authorized Person on Property Name _____ Address _____ _____	Telephone (day) _____ Fax _____ Email _____

AGREEMENT

I will protect my vacant building or structure from intrusion by trespassers and from deterioration by the weather by following the vacant structure building maintenance standards below:

1. **Structure Openings:** Doors, windows, areaways and other openings shall be weather-tight and secured against entry by birds, vermin and trespassers. Missing or broken doors, windows and other such openings shall be covered by glass or other rigid, transparent materials which are weather-protected, tightly-fitted, and secured to the opening.
2. **Roofs:** The roof and flashings shall be sound and tight, not admit moisture or have defects which might admit moisture, rain, or roof damage, and allow for drainage to prevent dampness or deterioration in the interior walls or interior of the structure.
3. **Drainage:** The structure storm drainage system shall be functional and installed in a manner consistent with Village regulations and allow discharge in a manner consistent with Village regulations.
4. **Structure:** The structure shall be in good repair, not in violation of Village regulations, structurally sound and free from debris, rubbish and garbage. The structure shall be sanitary. The structure shall not pose a threat to the public health and safety.
5. **Structured Members:** The structural members shall be free of deterioration and capable of safely bearing imposed dead and live loads.
6. **Foundation Walls:** The foundation walls shall be structurally sound and in a sanitary condition so as not to pose a threat to public health and safety. The walls shall be capable of supporting the load of normal use and shall be free from open cracks and breaks, free from leaks and be rodent proof.

7. **Exterior Walls:** The exterior walls shall be free of holes, breaks, and loose or rotting materials. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
8. **Decorative Features:** The cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be safe, anchored and in good repair. Exposed metal, wood or other surfaces shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
9. **Overhanging Extensions:** All balconies, canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar features shall be in good repair, anchored, safe and sound. Exposed metal and wood surfaces shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
10. **Chimneys and Towers:** Chimneys, cooling towers, smokestacks, and similar appurtenances shall be structurally safe and in good repair. Exposed metal and wood surfaces shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
11. **Walkways:** Walkways shall be safe for pedestrian travel.
12. **Accessory and Appurtenant Structures:** Accessory and appurtenant structures such as garages, sheds and fences shall be free from safety, health, and fire hazards and shall comply with all Village regulations.
13. **Premises:** The premises upon which the structure is located shall be clean, safe and sanitary. It shall be free from waste, rubbish, debris or excessive vegetation in compliance with Village regulations and shall not pose a threat to the public health or safety.

I have read and agree to follow the directions as outlined. The provided information is true and accurate. I understand that failing to abide by these regulations and maintain the structure in compliance without further notice may result in abatement of any nuisance without further notice by the Village and all costs, including an administrative fee up to \$200.00, will be charged. Failure to pay the costs and penalty may result in the following:

1. The denial of any future permits or Certificate of Occupancy
2. The denial of transfer stamps should be property be sold
3. Referring the debt to a collection agency
4. A lien placed on the property

Signature _____

Date _____

*****OFFICE USE ONLY*****

Permit Fee - \$500.00 Date Paid _____

(Fee waived if cost to repair exceeds 50% of the value of the structure and time limit to repair or demolish structure in approved Statement of Intent is met.)

Date Site Inspection Scheduled _____ Time _____ Inspector _____

Date Statement of Intent Received _____

Statement of Intent Approved by _____ Date _____

