

Vacant Structure Application



All vacant commercial buildings located within the **Henry Arron Loop** shall be registered within 30 days of becoming a vacant structure – City Code, 52-203.

Date of Application

Date Received (Office Entry)

Address of Property

Add Structure Type

Type of Structure

Total Sq. Footage

of Residential Units

Owner Name

Owner Address

Owner Business Address

Owner Email Address

Owner Telephone Number

List Persons Authorized to (Repair or Service Structure)
with contact information.

If Business Entity, list the name, address, telephone number and email address of who can accept all legal notices of fees due or services of process with respect to the Vacant Structure. (Registered Agent, Designated LLC, Executor of the Estate, Trustee(s) or all Partners above 10% interest).

The following accompanying documentation is required to be presented with this registration.

1. **Proof of Liability Insurance Policy** in force for protection against damage to persons and property, as required by 52-209 (4); showing proof of a liability insurance with coverage for not less than 1 million Dollars (\$1,000,000) per occurrence and Two million Dollars (\$2,000,000) aggregate protection against injury or damage to person or property arising from the Vacant Structure
2. **Proof of a Fire Protection System(s)** Listed in Section 52-209, Vacant Structure Security and Maintenance Regulations, number (5) The owner shall ensure that the Vacant Structure is at all times protected by a fire alarm system(s) that detects fires, transmits alarm signal to the public safety answering point (PSAP) via a UL-listed central station and is continuously monitored, maintained, and inspected as required by the International Fire Code as currently enacted or as hereafter amended. The system shall be supported by a dedicated power source. If the power source is electricity, it must comply with the city's electrical code. The power source may be a temporary pole supplying electricity. Also, section (7) requires the owner shall install and maintain a Know Box, type and mounting location as required by the Fire Code Official. Questions, call the Community Risk Reduction Division of Mobile Fire Department, 251-208-7484.

3. **Proof of a Plumbing System** that either complies with the city plumbing and building codes (certificate of occupancy) or is properly closed off and secured for infestation by rodents and insects.
4. **Owner's plan for maintenance and repair of vacant structure(s)**, including the time within which the Owner anticipates completion of all repairs necessary to bring the Vacant Structure(s) into compliance with the city building code, outline of specific tasks, scope of work and required materials need to accomplish the repairs.

Amending Registration Information, if the registration information collected in accordance with this section changes or becomes inaccurate during any calendar year, it is the responsibility of the Owner, Responsible Party or Agent for the same to contact the Code Official within 30 days of the occurrence of such change and advise the city of those changes in writing.

Please list any of the following **exemptions** as listed in sec. 52-203 (c) with supporting documentation:

- ☐ (1) Any building owned by the city, county, state, or federal government.
- ☐ (2) Buildings under construction or property that is being actively renovated or rehabilitated; provided, this exemption shall be available for no more than 18 months, unless the Owner provides a work plan to accomplish the renovation or rehabilitation or other written justification the Code Official to extend the exemption.
- ☐ (3) Actively Marketed Vacant Structures; provided, this exemption shall be available for no more than twelve (12) months, unless the Owner provides written justification to the Code Official to extend the exemption.
- ☐ (4) Vacant Structures that are vacant due to fire damage or damage caused by an extreme weather event; provided, this exemption shall be available for no more than six (6) months following the fire or extreme weather event, unless the City Council by resolution extends the exemption period due to a major disaster affecting numerous properties in the Henry Aaron Loop.
- ☐ (5) Actively Marketed commercial structures in the Henry Aaron Loop purchased through an arm's length transaction for up to twelve (12) months following the date on which the purchase closes.
- ☐ (6) Mixed-Occupancy Buildings. A building containing one or more Vacant Areas is not required to register under this Article if: (i) at least one discrete area of the building holds a current Certificate of Occupancy (CO) and is actively occupied; and (ii) all Vacant Areas comply with §52-209(a)(5), provided that the occupied area constitutes at least twenty percent (20%) of the building's gross leasable floor area or ten thousand (10,000) square feet, whichever is less.

If claiming any listed exemptions, check the exemption claimed above and provide supporting documentation related to the claimed exemption. (example, CO of occupied space, utility information, real estate contract listing the start date of listing, and or storm damage documentation – photos with date inside the image). Provide additional supporting documents not listed as needed with this application.

Applicant Signature

Date

Fees associated with structure listed on the Vacant Structure Registry. Fees may apply to vacant structures listed on the Vacant Structure Registry. The Vacant Structure fee schedule is listed in 52-204 (d) fees (1) through (3):

- (1) For commercial structures used as residences with one to three units:
 - (i) For the first year, \$250.
 - (ii) For the second year, \$500.
 - (iii) For the third year, \$750.
 - (iv) For each subsequent year, \$1,000.
- (2) For commercial structures used as residences with four or greater units and mixed commercial use and residential use of two or greater units:
 - (i) For the first year, \$500.
 - (ii) For the second year, \$1,000.
 - (iii) For the third year, \$1,500.
 - (iv) For each subsequent year, \$2,000.
- (3) For commercial structures without any residential units, the greater of:
 - (i) For the first year, \$500 or \$0.05 per square foot.
 - (ii) For the second year, \$1,000 or \$0.10 per square foot.
 - (iii) For the third year, \$1,500 or \$0.15 per square foot.
 - (iv) For each subsequent year, \$2,000 or \$0.20 per square foot.

A change in ownership of a Vacant Structure shall not remove the Vacant Structure from the Vacant Properties Registry or from complying with the requirements of this Article, nor shall it restart the period of exemption in subdivision (3), or (5), subsection (c) of section 52-203 of this Code. Fees arising under this article shall continue to accrue at the applicable rate until the structure; either no longer constitutes a Vacant Structure or qualifies for an exemption, all transfers of ownership notwithstanding. All fees arising under this article shall run with the property and failure to pay such fees may result in the city filing a lien that attaches to the property.

For Application Exceptions, Permit and Fee questions, see below for contact numbers & mailing address:

Municipal Enforcement
P.O. Box 1827
Mobile, AL 36633
251-208-1528

Mobile Fire & Rescue
Community Risk Reduction
2851 Old Shell Rd
Mobile, AL 36607
251-208-7548

Build Mobile
P.O. Box 1827
Mobile, AL 36633
251-208-208-7602

Vacant Structure Enforcement

Fire System Permits

Permitting & Development