City of Salisbury
John "Jack" R. Heath, Mayor

VACANT BUILDING REGISTRATION

"Vacant" means no person or persons actually, currently conduct a lawfully licensed business, or lawfully reside or live in any part of the building as the legal or equitable owner(s) or tenant-occupant(s), on a permanent, non-transient basis.

Any Condemned Property must be registered as vacant within 30 days of condemnation, followed by a Rehab Plan due 60 days after condemnation.

Condemned Date: _____ VBR Due: _____ Rehab Plan Due: _____

PROPERTY ADDRESS:	
BUILDING USE:	❑ Residential ❑ Commercial

	NAME	ADDRESS (#, STREET, CITY, STATE)	ZIP CODE	TELEPHONE #
PROPERTY OWNER:				
	e-mail:			FAX #

PROPERTY OWNERSHIP INFORMATION (Check one) *Information for items 2 through 7 above must be provided on the back of this form.*

1. ☐ Individual/Sole Proprietor
2. ☐ Partnership/LLP (List all partners and percentage of ownership)
3. ☐ Corporation/LLC (List all members/shareholders and percentage of ownership/interest)
4. ☐ Owned by an estate (List name and address of personal representative)
5. ☐ Owned by a trust (List name and address of all trustees, grantors and beneficiaries)
6. ☐ Owned by any other form of unincorporated association (List names and addresses of all principals with an interest of 10% or greater)
7. ☐ Owner is located out of state (List representative name and address who is designated as a responsible, local party or agent who resides within in the state)

I affirm that the information on this application is true to the best of my knowledge and belief. If the property is sold to a new owner, corporation or partnership, or if any other ownership changes occur, the property shall be re-registered with all appropriate information. Failure to comply with this requirement may result in penalties as established by the city code.

_____ _____

OWNER DATE

Office Use Only

Variable – see chart on back		AMOUNT PAID:
RECEIVED BY:	DATE PAID:	CK # CASH

IF PROPERTY IS STILL VACANT ON 6/1/23, THIS REGISTRATION MUST BE RENEWED BY 7/1/23

Residential Vacant Building Registration	$200	Per year, Per Code 15.22.040
Residential Vacant Building Annual Inspection Fee	$100	Per year, after first fiscal year – Per Code 15.22.040
Residential Vacant Building Annual Fee	Variable, see chart below	

Number of Years Vacant	**Annual Fee**
1 year	200
2 years:	500
3-4 years:	750
5-9 years:	1,000
10 years:	1,500
More than 10 years vacant:	2,000, plus $500 for every year the property remains vacant

Nonresidential Vacant Building and Non-residential Vacant Lot Registration	$500	
Nonresidential Vacant Building Annual Inspection Fee	$150	Per year, after first fiscal year – Per Code 15.22.040
Nonresidential Vacant Building Annual Fee	Variable, See Chart Below	Per year, Per Code 15.22.040

Assessed Value between	**Annual Fee**
$0 - $500,000	$500
$500,001- $5,000,000	$2,000
$5,000,001 and over	$5,000

Nonresidential Vacant Lot Annual Fee	$0.10 per sqft, or $500, whichever is greater	