



Building & Planning Department

Vacant Building Registration Form

Phone: 304-234-3601 Fax: 304-234-3899 www.WheelingWV.gov

1500 Chapline Street - Room 308 Wheeling, West Virginia 26003

Date Filed: Registration Type (circle): New Renewal

Property & Structure Information

Address: Tax Map & Parcel ID: Status (circle all that are true): Vacant Open Secure Exterior Maintained Abandoned Utilities (circle): electricity: on / off water: on / off gas: on / off Date utility terminated:

Owner(s) Information (P.O. Boxes are not acceptable.) (Attach additional sheets if necessary.)

- If the property is owned by: an individual person, an estate, a trust, a partnership, a corporation, any other from of unincorporated association, Otherwise, see definition of owner listed in §1718.03 for instances of mortgagee, vendee-in-possession, assignee of rents, etc.

If the status of this information changes, it is the responsibility of the owner to contact this office in writing advising of those changes within 30 days.

Name: Address: Phone Number: Signature:

If owner is not a resident of West Virginia, please provide a designated local property agent:

Name: Address: Phone Number: Signature:

Fee Schedule table with columns for years and fees: <1 year = \$0, 1 year = \$ 500, 2 years = \$1,000, 3 years = \$2,000, 4 years = \$3,500, 5 years = \$4,000, 5 years+= \$4,000+\$300 per yr.

STATE OF WEST VIRGINIA, COUNTY OF OHIO: I, _____, a notary public in and for said state, do hereby certify that _____ whose name is signed to the writing above, has this _____ day acknowledged the same before me. Given under my hand this _____ day of _____, _____.

The fee is determined by the number of years vacant, regardless of varying ownership.

A one time waiver or extension of a waiver may be granted by the City Manager as outlined in §1718.07(2) of city code.

My Commission expires: _____



Notary Public