



Village of East Dundee

Hours of operation
Monday-Friday
8:00-4:00pm

Vacant Building Registration

Phone: 224-293-7115 Email: gness@eastdundee.net

Dear Property Owner;

Pursuant to Section 151.028 of the Village of East Dundee Building Department, any building that has become vacant for a period of more than thirty (30) days and each year thereafter must register with the Building Department. Please complete this form, enclose a check or money order for \$50.00 made payable to the Village of East Dundee and mail to the above address.

Please fill out the information requested in the following sections. Any changes to the information contained on this form shall be reported to the Building Department within 14 days of such changes.

1. PROPERTY INFORMATION

Address:			Square footage:	Number of stories:
Most recent Use:		Sprinkler System:		Operational:
Fire Detection:	Alarm System	Comments:		

2. OWNER(S)* OF RECORD:

Property Owner:	Address:	Telephone #
E-Mail:	Drivers License or State Identification:	Date of Birth: / /
Property Contact:	Address:	Telephone#
E-Mail	Drivers License or State Identification:	Date of Birth: / /

A \$50 Administration Fee is due with the submittal of this registration form

For office use only

Date Received: _____ Received By: _____ Check: _____ Cash: _____

3. INSPECTION

Each building registered must be inspected annually by a licensed inspection agency or individual and submit the report to the Village Building Department. The report shall include the following information:

- A. **Building Openings.** All openings shall be weather tight and secured.
- B. **Roofs.** Roofs shall be free of defects, sound and tight.
- C. **Drainage.** Storm drainage system must be functional.
- D. **Building Structure.** Building must be maintained in good repair.
- E. **Foundation:** Shall be maintained structurally sound.
- F. **Exterior:** Property must comply with Sections 302.1 thru 302.9 of the IPMC.

Please complete and return within 30 days to avoid penalties.