

Village of Broadview

Building Department

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DAVID UPSHAW, Building Commissioner

VACANT BUILDING REGISTRATION FORM

{Citation} of the Broadview Municipal Code ("Ordinance") imposes requirements on the owner(s) of any building that has become vacant. A requirement of the Ordinance is registration of the building within 30 days after it becomes vacant and every twelve months thereafter. Completion of this form is required to register a building. Falsification of or failure to complete any section of this form will result in rejection of the registration and subject the owner(s) to penalties as provided under the Ordinance.

The Ordinance contains several requirements for various types of buildings. The Ordinance also provides for financial penalties for failure to comply. This form is not intended to inform owners of those requirements or penalties. **Building owners are responsible for knowing the requirements of, and their obligations under, the Ordinance. It is highly advisable that you consult the Ordinance as you complete this form.** A copy of the Ordinance may be obtained at the Broadview Village Hall.

Form Remittal. The completed form must be returned to the Village of Broadview, attention: Building Department, at the address on this letterhead. The Ordinance provides for an annual registration fee. The initial fee payment must accompany the form as follows:

Single-Family Residential Building	\$250.00
Multi-Family Residential Building	\$500.00
Commercial Building	\$500.00
Industrial Building	\$1,000.00

An amended registration form must be filed within fifteen (15) days of any change in the information supplied by the owner(s) on this form. Any change in ownership requires completion of a new form and payment of a new fee. Failure to timely file an amended or new form will result in penalties pursuant to the Ordinance. Registration of a building under the Ordinance does not relieve the owner(s) from complying with all other applicable Village ordinances and building codes.

SECTION I – BUILDING INFORMATION

- A. Full Street Address and Zip Code.

- B. Permanent Real Estate Index Number (as printed on the real estate tax bill).

- C. Primary use of Building (Single-Family, Multi-Family, Commercial, Industrial).

- D. Number of Units in Building (if applicable).

- E. Date Building became vacant.

- F. Is any part of the Building boarded up? If so, identify the portions that are boarded.

SECTION II – OWNERSHIP INFORMATION

- A. Name, address and telephone number of each owner.