

**ADMINISTRATION**Anthony DiCicco  
*Mayor/Safety Director***DEPARTMENT OF BUILDING**Braden Thomas  
*Director***VACANT PROPERTY/BUILDING REGISTRATION APPLICATION**

In accordance with section 1342.03 of the Codified Ordinances of the City of Mayfield Heights, any building presently located within the City, which is a vacant building, shall be registered by the owner thereof with the Building Director not later than thirty (30) days after it becomes a vacant building, or not later than ten (10) days of being notified by the Building Director, whichever occurs first. Please complete and return this application along with the application fee to the Building Department: **6154 Mayfield Road, Mayfield Heights, Ohio 44124**

**APPLICATION FEE:** (renewal of the fee shall be due one year from the original filing date)**\$200 – Residential Property****\$400 – Commercial Property**

Date of Application: \_\_\_\_\_

Vacant Property Address: \_\_\_\_\_ PPN: \_\_\_\_\_

Current Owner(s) Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Party Responsible for Property: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Note: If the owner/corporation does not reside in or have a principal place of business in Ohio, the name, address phone number, emergency contact information and email of the manager/successor agent in charge of the building who does reside in or have a principal place of business in Ohio must be submitted.

See Section 1342.06 for the inspection requirements for vacant properties.

01/2023