



City of Norfolk
Department of Neighborhood Development
Vacant Building Registration Form

Section 11.1-16 of the City Code states that "It shall be unlawful for any owner or owners of buildings or structures which have been vacant for a continuous period of twelve (12) months or more to fail to register on an annual basis the vacant buildings or structures with bureau of property maintenance. Such registration shall be on a form prescribed by the Bureau of Property Maintenance. The annual fee for such registration shall be one hundred dollars (\$100.00). Failure to register shall result in a two hundred dollar (\$200.00) civil penalty or in a four hundred dollar (\$400.00) civil penalty if the property is located in a conservation or rehabilitation district or in a designated blighted area. Upon re-occupancy, the owner shall notify the Bureau of Property Maintenance.

As such, if your building meets the above definition, you are required to complete this form and remit the required registration fee accordingly. Failure to do so will result in legal action against the subject property.

The City of Norfolk requests that the form be completed in its entirety to the greatest extent possible so as new program information becomes available, we will have current and appropriate means to contact the property owner(s) should the need arise.

Property Address: _____

Property Owner or Lienholder Information

Contact Person: _____
Phone number: _____
E-mail Address: _____
Company Name: _____
Mailing Address: _____

Property Maintenance and Management Information

Contact Person: _____
Phone Number: _____
E-mail Address: _____
Company Name: _____
Mailing Address: _____

Complete this form, attach a check or money order for \$100 Payable to "City of Norfolk" or "Norfolk City Treasurer".

PLEASE DO NOT include a department name or individual's name, or an address in the Payable to Line. These checks will be returned for correction. Please mail check along with the registration form to:

City of Norfolk
Division of Neighborhood Quality
401 Monticello Ave, 1st Floor
Norfolk, VA 23510
Attention: Vacant Building Manager

The fee and registration is valid for one (1) year from the date of the registration. You are required to renew your vacant building registration every year that your building has been vacant for 12 consecutive months. If you have any Questions, contact Natalie Anderson at (757) 664-6589.

Registrant

Print Name	Signature	Date
_____	_____	_____

Company Name	Address	Phone Number
_____	_____	_____

NOTE: Vacant buildings are required to be code compliant and nuisance free at all times to avoid legal action.