

Registering, Maintaining, and Inspection Requirements of a Vacant Property

Application Requirements for a Vacant Property

- Vacant Property Registration Application Completed.
- If at any time the information contained in the application is no longer valid, the property owner shall provide a new application containing current information. There shall be no fee to update a registered owner's current information.
- All fee's indicated on the application are due upon submission of the application.

Maintaining a Residential and Commercial Property

- The vacant building and property must be maintained to the simple majority and standard of neighboring properties within a 300 foot radius.
- Window coverings must be in place on elevations fronting a residential street. Coverings on a commercial building require approval from the planning department.
- The heating system must be operational to prevent freezing of the plumbing components of the building, unless the water service is turned off at the water stop box and the building is winterized.
- The electrical system must be maintained operational or be disconnected from the utility servicing the structure.
- Property must be kept free from weeds, grass more than 8 inches in height, trash, junk, debris, building materials, newspapers, circulars, flyers, and other such items.
- Property must be maintained free from graffiti, tagging, or similar markings.
- Snow and ice must be removed from walks, driveways, parking areas, and public walks in accordance with the city code.
- Pools, spas, and similar water features must be maintained or drained, and kept free of debris. Security fencing or barrier requirements must be maintained at all times.
- Doors and windows must be secured and locked at all times. Boarding of doors and windows are not allowed.
- Owners or their representatives shall inspect the property weekly for compliance with the vacant property registration ordinance.

Inspections for a Vacant Property

- A safety and maintenance inspection will be performed after the application is submitted.
- An annual inspection of the property is required while the property is vacant. More frequent inspections may occur if violations are noted. Additional fees will then be required.
- A final inspection is required before the home can be re-occupied.

The complete vacant property registration ordinance can be viewed on the city web site. For any questions regarding this ordinance, please contact the building department at 248-530-1850.

CITY OF BIRMINGHAM
Community Development - Building Department
151 Martin Street, Birmingham, MI 48009
Community Development: 248-530-1850 / Inspection Line: 248-530-1860
Fax: 248-530-1290 / www.bhamgov.org

APPLICATION FOR VACANT PROPERTY REGISTRATION

Registration# _____

Date: _____

I. Property Location			
ADDRESS	PROPERTY IDENTIFICATION NUMBER (SIDWELL NO.)	LOT NUMBER	
II. Property Owner & Mailing Address Information			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
CELL PHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS	
III. Individual or Legal Entity Responsible For Care			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
CELL PHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS	
IV. Fees			
FEE DESCRIPTION	AMOUNT		TOTAL
PROPERTY REGISTRATION FEE	\$ 100.00		
INSPECTION FEE – Safety & Maintenance (exterior only)	\$ 75.00		
INSPECTION FEE – Re-occupancy (entire house/property)	\$ 152.50		
TOTAL FEES	\$ 327.50		
		TOTAL AMOUNT DUE	\$
APPROVAL SIGNATURE			
TITLE		DATE	

Note: The re-occupancy inspection is necessary to finalize the registration. Simply call 248-530-1850 to schedule the inspection prior to occupancy.