

City of Mechanicville
Building and Code Enforcement Department

City Hall
36 North Main Street
Mechanicville, New York 12118

Kyle Woodard
Building/Code Enforcement Officer
Phone (518) 664-9884 Ext. 330
Fax: (518) 664-5362

VACANT BUILDING REGISTRATION FORM

*Please complete and return (1) form per property with proper fee within thirty (30) days- Must be typed or legibly printed

FEE SCHEDULE: \$500-1st Year - \$1000-2nd Year- \$1500-3rd Year & There after.

****Incomplete form will NOT be accepted****

TYPE OF APPLICATION

() Original Registration

() Update of Application Previously Submitted (must be within 30 days of change)

Date of Application Change: ____/____/____

() Renewal Registration

Date of Original Registration: ____/____/____

PROPERTY DESCRIPTION

Building Address (Include Building Number)

Section, Block and Lot No.

Date of Vacancy

Estimated length of time building will be vacant (month/year)

Sq. Footage of Building _____ No. of Stories above ground level ____ Below ____

PROPERTY SYSTEMS

Sprinkler System () Yes () No [Operational () Yes () No / Current Insp. () Yes () No]

Stand Pipe System () Yes () No [Operational () Yes () No / Current Insp. () Yes () No]

Fire Detection System () Yes () No [Operational () Yes () No / Current Insp. () Yes () No]

Elevator () Yes () No [Operational () Yes () No / Current Insp. () Yes () No]

Status: () Abandoned () Distressed () Secure () Open and Accessible:

Utilities: Electricity () On () Off Water () On () Off Gas () On () Off

OWNERSHIP INFORMATION (If more than one owner, attach additional sheets)

Is this Owner a

☐ Private

☐ Corporation (include Certificate of Corporation)

☐ Limited Partnership (include Certificate of Limited Partnership)

☐ Limited Liability Company (include Articles of Organization and list Names and addresses of all members on a separate and attached sheet)

☐ Trust EIN: _____

☐ Estate EIN: _____

_____ Mailing Address
(Number, Street, City, State, Zip)

Email Address

LEIN HOLDER INFORMATION (If more than one lien holder, attach additional sheets)

Contact Name

()
Phone Number

Type: () Lien Holder () Other Financial Interest – Specify _____

PROPERTY MANAGER / EMERGENCY CONTACT

() _____ Telephone Number
 () _____ Alternate Telephone Number

VACANT BUILDING PLAN (Must be accompanied by color photographs of all four exterior walls, as well as a Site Diagram, to include at a minimum, the following; building height, total sq. footage, openings secure, fire sprinkler impaired, combustibles removed.)

VACANT BUILDING PLAN – The owners shall submit a vacant building plan which must meet the approval of the Code Enforcement Officer. The plan at a minimum, must contain from one of the following three choices for the property:

- (a) If the building is to be demolished, a demolition plan indicating the proposed time frames for demolition.
- (b) If the building is to remain vacant, a plan for securing the building as directed by Code Administration, if applicable, along with the procedures that will be used to maintain the property in accordance with current building and property maintenance codes as outlined in the International Code and NY supplement.
- (c) Any repairs, improvements or alterations to the property must comply with and applicable zoning, housing, historic preservation, design review or building codes and must be secured as directed by Code Administration.

Name of Maintenance Company: _____

Contact Person: _____

Telephone: _____ Emergency Number: _____

Describe in Detail the Maintenance Plan for Property (Add separate sheet if necessary)