



# CITY OF IRONTON VACANT PROPERTY / BUILDING REQUEST FOR EXEMPTION

All vacant properties/buildings must register with the City of Ironton Public Service Department in accordance with the Vacant Building Registration Ordinance 18-55. An exemption can only be granted by the Public Service Department upon receiving a completed exemption form. Requests for an exemption must be received within 90 days of acquiring the property in accordance with the Lawrence County Auditors website. Below please identify, for each property, the exemptions that you are requesting. You are required to provide all supporting documentation to support your requests for an exemption (e.g., a copy of lease if it is not vacant, listing agreement with a State of Ohio licensed real estate broker/firm, if it is on the market for sale.)

You will be notified whether or not your exemption has been granted. If it is not approved, you will be required to register within 30 days of notification.

- **The building is under active construction/renovation and has a valid building permit.** The applicant understands that, at the time of initial inspection, they will be exempt from registration until expiration of the longest running, currently active building permits. Documentation required.
- **The building suffered fire damage or damage caused by extreme weather conditions.** The applicant understands that they will be exempt from the registration requirement for a period of 90 days after the date of the fire or extreme weather event. The applicant further understands that they must provide a written request for exemption to include: 1) the names and addresses of the owner or owners, 2) contact information for their insurance company, and 3) a statement of intent to repair and reoccupy in an expedient manner, or the intent to demolish the building.
- **The building is for sale and is listed with a licensed State of Ohio realtor.** The applicant understands that the property identified will be exempted for a period of 12 months from start of vacancy. Documentations required.
- **Any owner of a vacant building may request an exemption for other reasons (i.e., actively marketing as a rental) from the provisions of this Chapter 1484 by filling a written application with the Public Services office.** The applicant understands that the following is considered: 1) the applicant's prior record as it pertains to building code or property maintenance code violations; 2) the amount of vacant property the applicant currently has within the City; and 3) the length of time the building for which the exception is sought has been vacant. Documentation required.

## Section 1: Address of Vacant Property/Building Exemption is being requested

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_



**Section II: Property Owner Information (Required)**

(No P.O. Boxes are permitted: must provide a physical address.)

**If individual owner or designated agent, please complete the following:**

Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Additional Information as Requested (attach if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1) Copy of listing agreement with licensed real estate company Yes \_\_\_\_\_ No \_\_\_\_\_

2) Copy of valid building permit issued by the City of Ironton or State of Ohio Yes \_\_\_\_\_ No \_\_\_\_\_

3) List of other properties owned in the City of Ironton Yes \_\_\_\_\_ No \_\_\_\_\_

4) Information on length of time the building has been vacant Yes \_\_\_\_\_ No \_\_\_\_\_

5) Information regarding property maintenance violations Yes \_\_\_\_\_ No \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Chapter 1484 of the City of Ironton Codified Ordinances for owning a vacant property in the City of Ironton and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration.

\_\_\_\_\_/\_\_\_\_\_  
**Applicant's Signature** **Date**

Subscribed and duly sworn before me according to the law, by the above named applicant this day \_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_.

Notary Signature: \_\_\_\_\_