



# Vacant Building Registry Waiver Application

*Complete and Return by October 1<sup>st</sup>.  
Waiver effective January 1 of the following year.*

Returned forms must be submitted/mailed to:  
**Bureau of Code Enforcement**  
**433 River Street, Suite 5000**  
**Troy, New York 12180**  
**Attn: Vacant Building Registry Waiver**

Building Address \_\_\_\_\_

Owner of Record \_\_\_\_\_

Owner's Address  
(including zip code) \_\_\_\_\_

Owner's Phone (\_\_\_\_\_) \_\_\_\_\_  
(including area code)

Owner's Email Address \_\_\_\_\_

Managing Property \_\_\_\_\_  
Agent's Name (if applicable)

Agent's Address \_\_\_\_\_  
(including zip code)

Agent's Phone (\_\_\_\_\_) \_\_\_\_\_  
(including area code)

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, the above signed, understand and agree to comply with the requirements of City Code Section 141-20, paragraph H, and I understand that failure to comply will result in revocation of the waiver and full assessment of all heretofore unpaid vacant building registration fees.

--SALE PLAN ONLY--

Full Value Assessment: \_\_\_\_\_ Sale Price: \_\_\_\_\_

----- OFFICE USE ONLY -----

- WORK PLAN -

- OR -

- SALE PLAN -

- ☐ - Vacant Building Secured Premises Checklist
- ☐ - Scope of work to be undertaken
- ☐ - Photographic documentation of proposed work area(s)
- ☐ - Project schedule and cost estimate of work to be undertaken

- ☐ - Vacant Building Secured Premises Checklist
- ☐ - Sale price below 135% of full value assessment

APPROVED:

\_\_\_\_\_  
Dave Sheeran, Principal Code Inspector

Date: \_\_\_\_\_

\_\_\_\_\_  
Jim Lance, Senior Code Inspector

Date: \_\_\_\_\_

DIRECTIONS FOR COMPLETION OF VACANT BUILDING  
WAIVER APPLICATION FORM

The owner of a vacant property may apply for a waiver of the annual vacant building registration fee, through the Bureau of Code Enforcement, upon demonstrating compliance with the following conditions:

- (a) Said property owner is in compliance with § 141-21C(5) of the City Code and a completed and signed Vacant Building Checklist is on file with the Bureau of Code Enforcement;  
(Once the applicant has assured his or her property is in full compliance with the code, they will call and schedule an inspection by the City of Troy, Bureau of Code Enforcement, at which time the code inspector will verify all requirements of Section 141-21, paragraph C have been met, producing a completed Vacant Building Secured Premises Checklist, signed and dated by all parties. If said property is not in compliance, a re-inspection will be scheduled for thirty days after the initial inspection. Failure to comply following a second inspection shall be considered a forfeiture of the property owner's ability to receive a waiver for one calendar year.)
- (b) Said property owner, if owning other properties in the City of Troy, is in full compliance with all applicable codes at those locations and is current in all taxes collectible by the City;
- (c) Said property owner shall add the City of Troy as an additional named insured and alternate payee for property insurance; and
- (d) Said property owner must submit to the City of Troy a written plan detailing any and all work to be done during the duration of the applied-for waiver, including:
- a scope of work,
  - photographic documentation of proposed work area(s),
  - project schedule and cost estimate of work to be undertaken.

Said work plan shall be reviewed by the Bureau of Code Enforcement for approval and issuance of a building permit. As the goal of this waiver is to encourage investment in vacant properties, the owner must obtain a certificate of occupancy or certificate of compliance on or before the termination date of the waiver.

It is also the owner's responsibility to submit to the Bureau of Code Enforcement a quarterly reporting form, due within 10 days of the close of each calendar quarter, detailing the work accomplished in the preceding three-month period, including photographic documentation and receipts for labor and materials. The reporting form will be compared to the previously submitted work plan for compliance with the request for the waiver. Should it be determined that the submitted report does not meet the criteria set forth in the owner-submitted work plan, and the Bureau of Code Enforcement revokes the waiver, the owner may appeal the decision to the Deputy Mayor and City Engineer. Code enforcement reserves the right to conduct a visual inspection of the property to verify completed work. Failure to comply with any of these provisions will result in the revocation of the waiver and the assessment of all unpaid vacancy fees;

- or -

- (e) If the said property is being listed for sale, the owner shall provide proof to the Bureau of Code Enforcement each month during the waiver period that:
- the vacant property is listed for sale with a licensed real estate broker (copy of MLS listing is suitable proof)
  - a realty sign is installed and visible
  - the property is being advertised in a minimum of five Internet placements.

Additionally, the property must be listed for a reasonable price (not to exceed 135% of the full value assessment). Failure to comply with any of these provisions will result in the revocation of the waiver and the assessment of all unpaid vacancy fees.

- (2) The granting of the waiver does not relieve said property owner from any other property maintenance and code compliance responsibilities. Should the property for which the waiver was granted be found in violation of other code requirements during the waiver period, the property is subject to being cited under the City Code.
- (3) Such waiver application shall be submitted by October 1 of the year prior to the waiver's effective date and be in effect for a length not to exceed one year. Notwithstanding the issuance of said waiver, the scheduled fee increases as set forth in Subsection G above shall remain in place.

Upon granting of the waiver, said owner shall comply with the requirements of City Code Section 141-20, paragraph H, above. Failure to comply with this section of the code at any time during the waiver period will result in the revocation of the waiver and full assessment of all heretofore unpaid vacant building registration fees.