



## VACANT BUILDING REGISTRY

The City's Vacant Building Registry Bylaw is in place as vacant buildings often impact the character of a neighbourhood. They can have negative effects on property values and detract from future investments. A building is deemed vacant if unoccupied for **more than sixty (60) days**.

### RESPONSIBILITIES OF THE OWNER:

- Ensures the vacant building is registered in accordance with the Vacant Building Bylaw #9611-23 and renews annually if the building remains vacant.
- Ensures that the property complies with all applicable statutes, regulations and bylaws, including but not limited to, the Building Code Act, 1992, the Fire Protection Act, and the Property Standards Bylaw.
- Ensures that the vacant building is secured against unauthorized entry.
- Maintains liability insurance on the vacant building.
- Provides inspections/monitoring of the vacant building no less than on a monthly basis by a person or company familiar and qualified with matters pertaining to this bylaw.
- Ensures utilities are turned off to remove unsafe conditions such as the risk of fire, flooding, or any other dangers.
- Provides the City of Woodstock with a floor plan of the vacant building.
- Provides the City of Woodstock with an inventory of all combustible materials and flammable liquids stored on site.
- Where a vacant building or building damaged by fire is boarded or required to be boarded:
  - Boarding materials shall be installed and maintained in good order:
  - Boarding materials shall be installed to expel precipitation and wind from entering the building, and to secure the building from unauthorized entry, and shall be installed within the reveal of the opening frame of cladding, where feasible,
  - Unless inherently resistant to deterioration, boarding materials shall be treated with a protective coating of paint or equivalent weather resistant materials,
  - Boarding materials shall be selected, coated, coloured and installed to match surrounding door/window frames and exterior wall finishes.

### APPLICANT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Corporation Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

## VACANT BUILDING INFORMATION

Address of Vacant Building: \_\_\_\_\_

Date Building Became Vacant: \_\_\_\_\_

List All Combustible Materials and Flammable Liquids Contained Within the Vacant Building:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attach a Floor Plan of the Vacant Building

Attach Proof Liability Insurance

## FEES

Fees are based on the Vacant Building Registry Bylaw:

- A one-time Registration Fee of **\$250.00** is to be submitted with the application for registration of a vacant building.
- Each year following a renewal fee of **\$500.00** along with a renewal registration application is required while the building is still vacant.
- Fees are to be paid at the Engineering Office either in person or by mail or courier to 944 James Street, Woodstock, ON N4S 0B5. We accept **Cash, Debit, or Cheque (*cheques are to be made out to the City of Woodstock*)**. No Credit Cards.
- Office Hours are Mondays to Fridays, 8:30 a.m. to 4:30 p.m.

## MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected, and authorized under Section 10(1) of the Municipal Act, 2001, and will be used to process this application/registration. You may be contacted for more information.

Questions may be directed to [bylawenforcement@cityofwoodstock.ca](mailto:bylawenforcement@cityofwoodstock.ca), or by phone to 519-539-2382 ext. 3160.

Please print application form and bring it to the Office of the City Engineer at 944 James Street, Woodstock, ON N4S 0B5 along with a copy of the building floor plan, proof of insurance and payment. Cash, Debit or Cheque payable to the City of Woodstock accepted. No credit cards accepted at this site.