



# City of Lorain

## Commercial Building - Vacant Registration Application

APPLICATION MUST BE FILLED OUT COMPLETELY & LEGIBLY

For Office Use Only:

- ☐ Application Complete
- ☐ Insurance Verified
- ☐ Bond Received
- ☐ Fee Paid
- ☐ Plan Approved
- ☐ Registration

Date Received \_\_\_\_\_

# \_\_\_\_\_

### PROPERTY INFORMATION

Vacant Property Address: \_\_\_\_\_

Parcel Number (if known): \_\_\_\_\_

Type of Building (Check one): ☐ Commercial ☐ Industrial ☐ Mixed-Use ☐ Other: \_\_\_\_\_

Total Building Square Footage: \_\_\_\_\_ Date Building Became Vacant: \_\_\_\_\_

### OWNER INFORMATION

Owner Name (Individual or Entity): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If a Business Entity, Responsible Party Name: \_\_\_\_\_

Driver's License (Last 4 digits): \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN (Last 4): \_\_\_\_\_

### DESIGNATED AGENT (Required if owner lives outside Lorain)

Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### VACANT BUILDING PLAN TYPE (Check one)

☐ Demolition Plan ☐ Secure & Maintain Plan ☐ Rehabilitation Plan

(Include a written plan outlining timeline, lighting/security, nuisance abatement, display/boarding, and maintenance.)

### INSURANCE DECLARATION

☐ Attached proof of \$1,000,000 general liability insurance listing City of Lorain as additional insured.

### BOND PROVIDED

☐ Attached cash bond in the amount of: ☐ \$10,000 ( $\leq 10,000$  sq. ft.) ☐ \$15,000 ( $> 10,000$  sq. ft.)

☐ Attached Surety bond alternative = 2x cash value

### FEES ENCLOSED

☐ Registration Fee: \$ \_\_\_\_\_

(\$1,000.00 year 1, increases by \$500 each year thereafter)

☐ Late Fee (if applicable): \$ \_\_\_\_\_

(\$1,000.00 late fee)

### CERTIFICATION & SIGNATURE

I certify that the information provided is true and accurate, and I agree to comply with Chapter 1515 of the City of Lorain Codified Ordinances.

Signature (Owner/Authorized Agent): \_\_\_\_\_ Date: \_\_\_\_\_

### Submit with payment to:

City of Lorain – Building, Housing & Planning Department  
200 W Erie Ave, Lorain, OH 44052

200 West Erie Avenue, 5<sup>th</sup> Floor, Lorain, Ohio 44052

Building Division: (440) 204-2045 Fax: (440) 204-2540 Housing & Planning Division: (440) 204-2020 Fax: (440) 204-2080

Email: [bhp@cityoflorain.org](mailto:bhp@cityoflorain.org)

## City of Lorain – Vacant Commercial Building Program Overview

### Chapter 1515 Summary

To protect public safety, reduce blight, and ensure accountability, the City of Lorain requires annual registration of all vacant commercial buildings under Chapter 1515 of its Codified Ordinances. The ordinance was updated to increase enforcement authority, raise fees, and impose stronger maintenance and insurance obligations on property owners.

#### Who Must Register:

- Owners or controllers of any vacant commercial building (not used or occupied for business/industrial purposes).

#### Key Requirements:

- Annual Registration Fee:
  - \$1,000 for the first year
  - Increases by \$500 for each year vacant thereafter
- Vacant Building Plan:
  - Indicate plan for demolition, rehabilitation, or securing the building
- Insurance:
  - \$1,000,000 general liability insurance
  - City of Lorain must **be named as “Additional Insured”** on the policy
- Bond Requirement:
  - **\$10,000 for buildings ≤10,000 sq. ft.**
  - \$15,000 for buildings >10,000 sq. ft.
  - Surety bond alternative = 2x cash value
- Designated Agent:
  - Required if owner does not reside in the City of Lorain
- Maintenance Standards:
  - Secure doors/windows, keep property clean, maintain lighting, install fire key box & hazard placard

#### Enforcement & Penalties:

- \$150/hr inspection/abatement cost (minimum \$250) + 15% admin fee
- Late fee \$1,000
- Criminal penalties: Misdemeanor 1st degree, up to \$1,000 fine and/or 6 months in jail per violation
- City costs and fines may be placed as a tax lien

#### Appeals:

- File within 10 days to Board of Building Standards and Appeals (Fee: \$150)

Administered by: Chief Building Official in partnership with Lorain Fire Marshal

Contact: City of Lorain – Building, Housing & Planning Department

📍 200 W. Erie Ave, Lorain, OH 44052

☎ (440) 204-2045 • 🌐 [www.cityoflorain.org](http://www.cityoflorain.org)