



Vacant Building Registration Form

Codified Ordinance of the City of Martinsburg—**Ordinance 2005-22, Article 1718 Vacant Structure Code** states "...all owners of realty within the City of Martinsburg that possess a vacant structure...shall register the same with the Planning Department of the City of Martinsburg." For a copy of the complete Ordinance, please contact the Planning Department, City of Martinsburg.

Vacant Structure Street Address _____

What is Vacant Structure currently used for? _____

(If used for storage, please give a general description of items stored.) _____

Owner's Name _____ **Telephone** _(____)_____

Owner's Address _____

City _____ **State** _____ **Zip Code** _____

Notify in Case of an Emergency *(Must be local resident)*

Name _____ **Telephone** _(____)_____

Address _____

CONSENT TO INSPECT GIVEN / NOT GIVEN (Circle One)

_____ ← **Signature of Owner/Property Manager/Agent**

CHECK HERE IF BUILDING IS NO LONGER VACANT and give a description of its current use.

↓(For Official Use Only)↓

For City Use: Tax Map _____ **Parcel** _____ **Zoning** _____

Note to Fire Chief and Police Chief: Please sign and date respective lines; return appropriate copy (Fire Chief return 1 Pink copy; Police Chief return 1 Yellow copy) to the Planning Department, City Hall.

Inspect? **Yes** **No** Police Chief Sign & Date _____

Inspect? **Yes** **No** Fire Chief Sign & Date _____