



Planning & Inspections Department

Mayor

Dee Margo

City Council

District 1

Peter Svarzbein

District 2

Alexsandra Annelo

District 3

Cassandra H. Brown

District 4

Sam Morgan

District 5

Dr. Michiel R. Noe

District 6

Claudia Ordaz Perez

District 7

Henry Rivera

District 8

Cissy Lizarraga

City Manager

Tommy Gonzalez

VACANT BUILDING REGISTRATION CHECKLIST

Please answer the questions below to determine if the building falls within the Vacant Building Ordinance 18.40 that requires registration:

1. If answer to any one of the questions below is **YES**, then building must be registered:
 - A. Is the building located in an enforcement area, either the Downtown or the Lower Dyer Area? (See plans of areas attached). YES NO
 - B. Has the building been condemned, ordered to be boarded-up, fenced, or otherwise secured? YES NO
 - C. Has the building been issued a notice of violation of the property maintenance code for unauthorized trespassing, vandalism, accumulation of trash or debris, overgrown weeds or any other nuisance? YES NO;

****If criteria was met by answering YES to any of the questions above, you may skip remaining questions, and proceed to registration form.***

OR

2. If answer to any one of these questions is **NO**, then building must be registered:
 - A. Does the Building have a valid Certificate of occupancy? YES NO
 - B. If building is two stories or less, does one or more persons conduct business in or reside in at least 40% of total area? YES NO
 - C. If building is over two stories, does one or more persons conduct business in or reside in at least 60% of total area? YES NO;

****If criteria was met by answering NO to any of the questions above, please proceed to registration form.***

*****Upon completion, mail forms and any additional supplemental documents to:***

Vacant Building Registration
811 Texas Ave.
El Paso, TX 79901



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VACANT BUILDING REGISTRATION FOR BUILDING SAFETY DIVISION

LVBD- _____

City Council

District 1
Peter Svarzbein

COMMERCIAL

RESIDENTIAL

District 2
Alexsandra Annelo

PIDN: _____ (Central Appraisal Tax Identification Number)

District 3
Cassandra H. Brown

Legal Description: _____

District 4
Sam Morgan

Building Address: _____

District 5
Dr. Michiel R. Noe

SUBMITTALS: Proof of Insurance
Maintenance Plan

For commercial properties, the owner shall procure and maintain combined bodily injury and property damage insurance of \$1,000,000.00.

District 6
Claudia Ordaz Perez

Date last legally Occupied: _____ Description of Use: _____

District 7
Henry Rivera

Owner (1) / Authorized Agent name: _____

District 8
Cissy Lizarraga

Mailing Address: _____

City Manager
Tommy Gonzalez

Contact Telephone*: _____ email: _____
*telephone number where responsible party can be reached at all times during business and non-business hrs.

Owner (2) / Authorized Agent name: _____

Mailing Address: _____

Contact Telephone: _____ email: _____
*telephone number where responsible party can be reached at all times during business and non-business hrs.

Names, addresses and telephone numbers of all lien holders, tenants and all other parties with an ownership or possessory interest in the building. Attached N/A



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MAINTENANCE PLAN

City Council

District 1
Peter Svarzbein

A. Provide a statement identifying procedures, means and schedules, continuously for the next calendar year that will be used to maintain the vacant building and premises in compliance with existing building and fire codes in Title 18.40. Include any attachments necessary:

District 2
Alexsandra Annelo

District 3
Cassandra H. Brown

District 4
Sam Morgan

District 5
Dr. Michiel R. Noe

District 6
Claudia Ordaz Perez

District 7
Henry Rivera

District 8
Cissy Lizarraga

City Manager
Tommy Gonzalez

B. Provide a statement stating reasons why the building will remain vacant:

C. Provide a statement identifying what measures will be taken to monitor building condition:

AFFIDAVIT

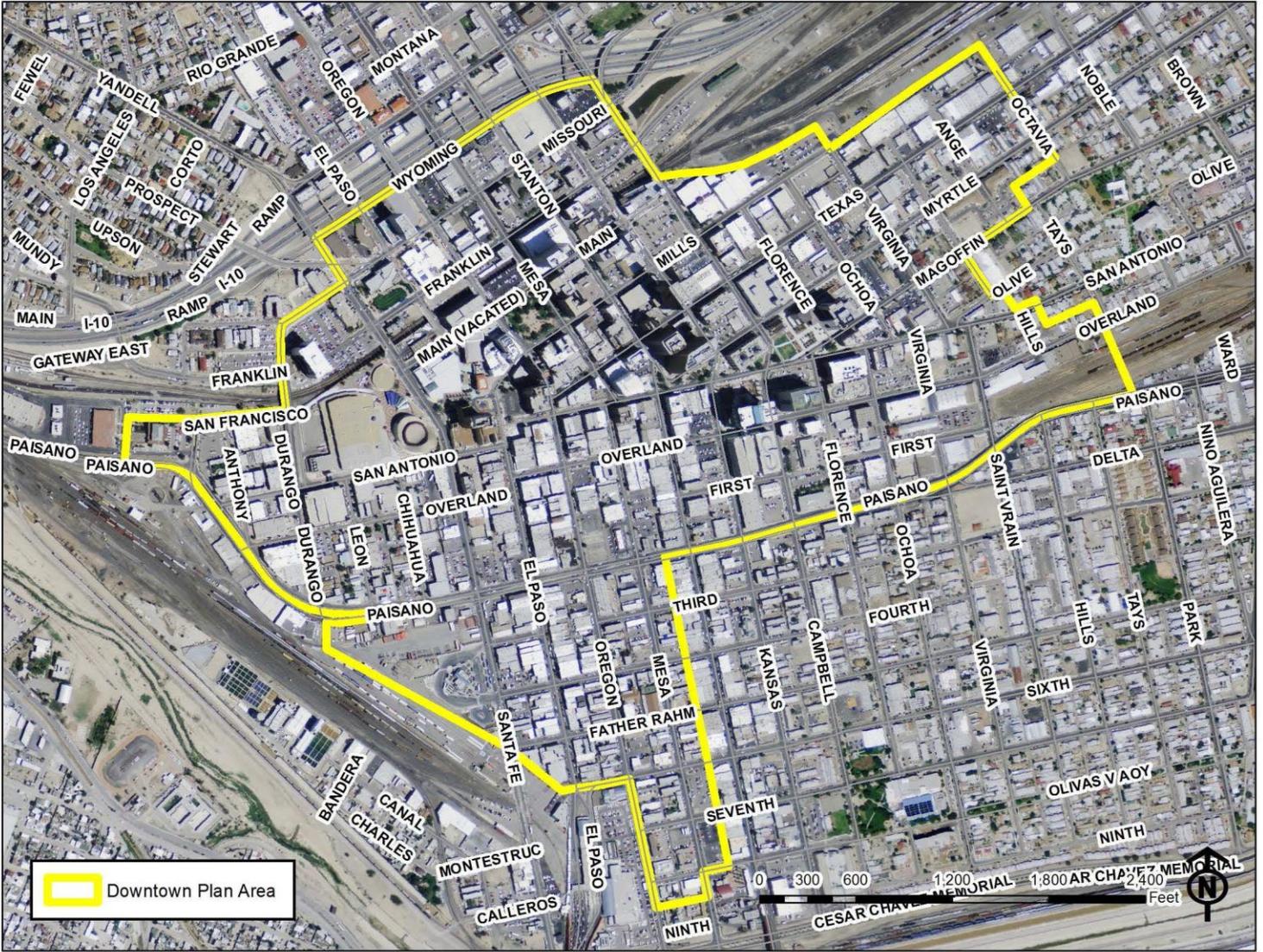
I hereby certify that I have read and examined this application and know that same to be true and correct. I also certify that I have read and understand the requirements concerning vacant buildings in Title 18.40 of the El Paso Municipal Code.

Signature of Owner

Date

Signature of Authorized Agent

Date



Downtown Vacant building Ordinance Area



Lower Dyer Vacant building Ordinance Area