



## ABANDONED AND VACANT BUILDING CERTIFICATE APPLICATION

Department of Fulton County Police  
4701 Fulton Industrial Boulevard  
Atlanta, Georgia 30336  
404-613-5700

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Fulton County Code of Ordinances, Section 14-282. Notification Requirements; (a) Any owner who knows or reasonably should know that a building they own is or will become an abandoned or vacant building, or any owner who intends to abandon or vacate a building they own shall: (1) File an "Abandoned and Vacant Building Certificate Application" on a form prescribed by the director setting forth the following: the name, address and contact information of the building owner; the location of the building; the length of time the building has been abandoned or vacant; the estimated length of time the building will remain abandoned or vacant; and the nature of the contents, if any, of the building.

### Property Information: (Please Print or Type)

Property Address: \_\_\_\_\_ Subdivision \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Date \_\_\_\_\_

Length of time abandoned/vacant \_\_\_\_\_, estimated length of time the building will remain abandoned/vacant \_\_\_\_\_.

Abandoned or vacant building contents \_\_\_\_\_  
\_\_\_\_\_. Brief Description of Property's Legal Status (Foreclosure, Short Sale Pending, Lis Pendens, etc.) \_\_\_\_\_

### Building Owner Information: (Please Print or Type)

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

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

Telephone: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

### Mortgagee Information: (If different than building owner) (Please Print or Type)

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

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

Telephone: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Mortgagee Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

### Local Maintenance Co. Information: (Please Print or Type)

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

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**24 Hr. Emergency Contact Information:** (Please Print or Type)

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

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

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

**Foreclosure Attorney Information:** (Please Print or Type)

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

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

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

Date of Initial Inspection: \_\_\_\_\_ Inspector Name: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

**ARTICLE VI REGISTRATION OF ABANDONED OR VACANT BUILDINGS**

Section 14-281 Definitions.

The following words and phrases, when used in this article, shall have the following meanings:

*"Abandoned or vacant building"* shall mean a 1) building, the ownership responsibilities of which have been surrendered or relinquished, whether intentionally or by failure to occupy and maintain such property; 2) *building for which the owner cannot be identified or located by delivery of certified mail at the last known or registered address, which persistently or repeatedly becomes unprotected or unsecured or, which is or has been occupied by unauthorized persons;* 3) building which is empty or remains empty and is not continuously maintained, for twenty-one (21) consecutive days or longer by occupants having custody or legal right of entry to the property; or 4) *a building which exhibits dilapidated walls, roofs, doors or windows which will fail to prevent the entry of a trespasser.*

*"Building"* shall mean any structure with a roof, designed or built for the support, enclosure, shelter, or protection of persons, animals, chattels, or property of any kind.

*"Certificate of Building Closure"* shall mean a certificate issued by the director to the owner of an abandoned or vacant building upon compliance with the provisions of section 14-282 herein.

*"Director"* shall mean the Director of the Department of Environment and Community Development, or his or her designee.

*"Owner"* shall mean the holder of the title to property in fee simple and every mortgagee of record.

**Section 14-282. Notification Requirements**

(a) Any owner who knows or reasonably should know that a building they own is or will become an abandoned or vacant building, or any owner who intends to abandon or vacate a building they own shall:

- (1) File an "Abandoned and Vacant Building Certificate Application" on a form prescribed by the director setting forth the following: the name, address and contact information of the building owner; the location of the building; the length of time the building has been abandoned or vacant; the estimated length of time the building will remain abandoned or vacant; and the nature of the contents, if any, of the building;

- (2) Remove from the building, in accordance with applicable local, state and federal laws, any hazardous materials; as such term is defined in section 26-76, located inside or on the premises;
- (3) Secure all windows and door openings and ensure that the building is secured from all unauthorized entry continuously, or provide twentyfour-hour (24) onsite security;
- (4) Post "No Trespassing" signs on the property;
- (5) Provide the director with the name, local address, and telephone number of a responsible person who can be contacted in case of emergency. The owner shall cause the name and contact number of the responsible person to be marked on the front of the building;
- (6) As may be required by the director, maintain liability insurance on the building in a form and amount satisfactory to the director, or post a cash bond of not less than Five Thousand (\$5,000.00) dollars to secure the continued maintenance of the building throughout its vacancy; and
- (7) Pay the appropriate certification fee or renewal fee as set by the Board of Commissioners and as hereafter amended.

(b) Upon satisfactory compliance with the provisions of subsection (a) above, the director shall issue a Certificate of Building Closure. Said Certificate shall be valid for a period not to exceed twelve (12) months from the date of issuance. Said certificate may be renewed for a period not to exceed twelve (12) months at the discretion of the director subject to continued compliance with this article and the payment of the appropriate renewal fee. Under no circumstances shall a Certificate of Building Closure or any extension thereof exceed twelve (12) months in duration from the date of issuance.

#### **Section 14-283 Signs.**

When required by the director pursuant to this article, signs shall be applied on the front of the building in a location visible from the street, and elsewhere as the director may require. Signs shall not be placed over doors, windows, or other openings. Such signs shall state the date of posting the signs, and the most recent date of inspection by the director.

#### **Section 14-285 Enforcement.**

(a) Failure to comply with any provision in this article shall be punishable by a fine of up to \$1,000.00. Each day of violation shall constitute a separate offense.

(b) No owner of an abandoned or vacant building with a current Certificate of Building Closure shall allow said building to become or remain unsecured or dangerous to the public. If it appears that any such building so certified is unsecured or presents a danger to the public, the director shall send written notification to the owner requiring the owner to promptly secure or cause the building to be secured. If, after notice, the owner fails to secure the building, the director shall immediately proceed to claim the bond held pursuant to section 14- 282(a)(6), if any, and may enter the premises and cause the building to be inspected and secured using said proceeds.

(c) The director, upon being informed of the existence of an abandoned or vacant building without a Certificate of Building Closure, shall cause notice to issue to the owner of the status of the building and shall order said person to immediately obtain a Certificate of Building Closure.

(d) All unsecured abandoned and vacant buildings shall be immediately referred to the director for a determination as to whether said building constitutes a public nuisance that should be abated pursuant to Article V of Chapter 14.

**Required Notarization**

Registration form completed by: \_\_\_\_\_ Title: \_\_\_\_\_

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

State of \_\_\_\_\_.

County of \_\_\_\_\_.

The foregoing instrument was sworn to and subscribed before me, the undersigned Notary Public on this, the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

WITNESS my hand and official seal

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
Printed, typed or stamped name of Notary Public Exactly as commissioned

Notary Public, State of \_\_\_\_\_

Personally known to me, or produced identification: \_\_\_\_\_  
(type of identification produced)

Please contact the Fulton County Code Enforcement Division at (404) 612-2691; 4701 Fulton Industrial Blvd, Atlanta, GA 30336

INTERNAL USE ONLY

Annual Registration Fee \$100.00 per property paid by \_\_\_\_\_ check# \_\_\_\_\_