



# Office of Code Enforcement Vacant Building Plan Form

**Pursuant to the Code of the City of Binghamton § 265-14, Vacant Building Registry and Maintenance**  
(This form must be completed and submitted with the Vacant Building Registration Form)

If you selected option 6.a, building to be demolished, then you must complete and submit a Building Demolition Permit Application. The Building Demolition Permit Application is available from the Department of Building & Construction and on the City’s website ([www.cityofbinghamton.com/dept-building-construction.asp](http://www.cityofbinghamton.com/dept-building-construction.asp)). The building must be secured in accordance with New York State law pending demolition. Within ten (10) days of registering the building as a vacant building, all fuel gas, water, and utilities must be disconnected at the mains and water pipes drained. If the owner fails to demolish the building and remove the debris in accordance with the Building Demolition Permit, then option 6.b, building to remain vacant, will apply to the property.

If you selected option 6.b, building to remain vacant, then in the space provide below (or on an additional sheet if necessary), describe the reason why the building is to remain vacant and why it cannot be demolished or rehabilitated. You must also complete, submit, and comply with the Building Security Checklist (§265-14.D) which is attached.

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If you selected option 6.c, building to be rehabilitated, then you must submit an Application for Site Plan Review, if necessary, or a Building Permit Application with the Vacant Building Registration Form.\* The Application for Site Plan Review and the Building Permit Application are available from the Department of Building and Construction and on the City’s website (see link above). The rehabilitation plan will not exceed 365 days from the date of submission and will include progress benchmarks at least every four (4) months. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes. You must also complete, submit, and comply with the Building Security Checklist (§265-14.D) which is attached.

\* The Department of Building and Construction may extend the time to submit an Application for Site Plan Review or a Building Permit Application for up to sixty (60) days provided, (i) the property is in compliance with the Building Security Checklist, and (ii) the City receives a letter from a licensed engineering, planning, or surveying firm confirming that the owner has retained the firm to prepare the rehabilitation plans. If the owner is requesting an extension of time to submit an Application for Site Plan Review or a Building Permit Application, then in the space below (or on an additional sheet if necessary,), describe the proposed rehabilitation plan, including anticipated progress benchmarks.

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Signature of Owner(s):

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

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