



City of Blue Island
 13051 Greenwood Ave
 Blue Island, IL 60406
 www.blueisland.org

VACANT PROPERTY REGISTRATION FORM

Initial Registration for year _____ Amended Registration for year _____

Vacant Property Information			
Street Address:			
PIN:		Property Type:	

Owner Information			
Name:			
Address:			
Phone:		Fax:	
Email:			

If there are other parties with any legal interest in the property, please list with the required vacant building plan.

Foreclosure Information			
Case Number:		Attorney:	
Pending Litigation:			

24-Hour Contact Information			
Name:			
Address:			
Phone:		Lock Box Code:	
Email:			

Owners are required to identify an agent who maintains a permanent address in Cook County to accept 24-hour service on behalf of the owner with respect to any notices the Building Commissioner sends pursuant to the Vacant Property Ordinance or service of process in any proceeding commenced to enforce any provision of the Vacant Property Ordinance. A Post Office Box is not an acceptable address.

A non-prorated **\$200 annual fee** is due upon registration. The Vacant Property registration must be renewed by **September 1** of each year for the remainder of the time the building remains vacant and pay the required \$200 fee.

An **amended registration** is required within 15 days of any change in the information contained in the annual registration. A new registration is required for any change in ownership.

Registration does not exonerate the owner from compliance with all applicable codes and ordinances, nor does it preclude any of the actions the City of Blue Island is authorized to take pursuant to the Vacant Property Ordinance or elsewhere in the municipal code.

Code Compliance Requirements

A code-compliance inspection of the building is required. The owner shall pay a **\$500 inspection fee** upon initial registration. Such inspection will determine the extent of compliance with Blue Island property maintenance, building, health, fire, water, and sewer codes. Reinspections shall take place as necessary until code compliance is achieved. Timely code compliance is required. Failure to comply will subject owners to a minimum fine of \$100 per day per violation to maximum of \$750, in addition to any other legal or equitable remedies.

The owner shall conduct bi-weekly inspections of all premises. Exterior lighting shall be maintained.

Commercial Property Requirements

All ground floor windows facing street frontage shall be kept in a well-maintained and clean condition and shall be covered on the interior in a professionally finished manner with a window covering approved by the Building Commissioner. Display windows shall be enclosed with a backdrop. Works of art or other forms of decoration may be displayed. If opaque window covering material is used a 1 ft. by 1 ft. clear opening shall be maintained at eye level.

Required Registration Attachments

1) Proof of Liability Insurance

Owner shall obtain liability insurance and maintain such insurance for as long as the building is vacant and file evidence of such insurance as follows:

1 to 3 unit Residential	\$500,000
4 to 11 unit Residential	\$750,000
12 to 48 unit Residential	\$1,000,000
Over 48 unit Residential	\$2,000,000
Non-Residential	\$2,000,000

2) Vacant Building Plan

Owner shall submit a written vacant building plan. If the owner fails to submit a plan the Building Commissioner may determine the plan. The plan should address the following, as applicable:

- Action to repair any doors, windows, or other openings secured by any means other than conventional methods. Boarding shall be accomplished with materials and methods described by the Building Commissioner. A vacant building may not remain boarded for longer than 3 months without an extension.
- Action to remedy any public nuisances
- Time schedule identifying the start and completion date of repair for improperly secured openings and nuisances identified
- Action to maintain the building and premises
- Identify the date the building will be habitable or offered for sale

I hereby certify that I am the owner or duly authorized agent for the purpose of this registration. I further certify that I accept the provisions of the <i>Blue Island Vacant Property and Priority Lien Ordinance</i> (No. 11-141). I have read and examined this registration form and that to the best of my knowledge and belief, all information included is true, accurate, and complete. I also consent to the service of notices by posting on the building in the event this registration is not renewed or if the information regarding the person designated to accept notice is not maintained.	
SIGNATURE of: <input type="checkbox"/> Owner <input type="checkbox"/> Agent	DATE

REGISTRATION FEE: \$200 • INSPECTION FEE: \$500 • Make Checks Payable to “City of Blue Island”

Please complete the information requested above, sign and deliver or mail this form and required attachments with payment to: City of Blue Island, Attention: Building & Zoning Department, 13051 Greenwood Ave, Blue Island, IL 60406

~ OFFICE USE ONLY ~				
Date:	Received By:	Processed By:	<input type="checkbox"/> Registration Fee	<input type="checkbox"/> Inspection Scheduled
Ward:	Zoning:	Police:	<input type="checkbox"/> Liability Insurance	<input type="checkbox"/> Vacant Building Plan