



Vacant Building Registration Form

Registration of all vacant buildings must be made with the Building Administrator within five days after it becomes vacant or boarded. A vacant or boarded building is one that has been:

- 1.) Condemned;
- 2.) Unoccupied and unsecured for five days or more;
- 3.) Secured by means other than those normally use in the design of the building for thirty days or more;
- 4.) Documented as having multiple building standards, fire or building code violations existing for thirty days or more; or
- 5.) Unoccupied for a period of time over three hundred and sixty five days and during which time an order has been issued to correct a nuisance condition pursuant to [title 5](#), chapter 5-0200 of the West Fargo Ordinances.

Location/Address: _____

Description of the building: *(please circle one below)* **Residential** **Commercial**

Owner(s) *(business, LLC, name of person, copy page for more than one owner)*:

Name: _____

Phone: _____

Address: _____

Expected time or period the building will remain vacant: _____

Plan or timetable for the building to be returned to occupancy or for demolition of building:

For office use

Registration Number _____

Initial Inspection Completed By: _____ Further

Action Required: Yes No

Date of Inspection: _____

Inspector initials: _____

Notes: _____

Fee received: Yes No waived

Transfer of ownership: Yes No

New ownership: _____
