

**CITY OF ONEIDA**  
**OFFICE OF CODE ENFORCEMENT**

**BOB BURNETT**  
Director of Codes

**JAMES ACKERMAN**  
Code Enforcement Officer



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Oneida, New York 13421

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**Vacant Building Registration**

<p><b>OWNER(S) INFORMATION</b></p> <p>Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ E-Mail: _____</p> <p><b>PROPERTY MANAGER / EMERGENCY CONTACT</b></p> <p>Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____</p> <p><b>PROPERTY INFORMATION</b></p> <p>Address: _____ City/St/Zip: _____ Tax Map #: _____ Zoning District: _____ Description of Premises: _____</p>	<p><b>INSURANCE INFORMATION</b></p> <p>Does property have fire insurance? YES ___ NO ___ If No, please explain: _____</p> <p>Insurance Company: _____ Policy Number: _____</p> <p><b>BANK/LIEN HOLDER INFORMATION</b></p> <p>Bank Name: _____ Contact: _____ Address: _____ City/St/Zip: _____ Phone #: _____ Email: _____</p> <p><b>VACANCY PLAN</b></p> <p>Please describe your plan for the property.</p> <p>_____ _____ _____</p>
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The owner of a vacant building shall pay a fee as set forth below:

**FEE SCHEDULE**

**Year 1:** \$250.00 - Paid no later than 30 days after building becomes vacant. Owner is subject to a fine if fee is not paid 30 days of becoming due. If a plan is extended beyond 365 days, subsequent annual fees shall be paid as follows:

**Year 2: \$1,000.00**

**Year 3: \$2,000.00**

**Year 4: \$3,000.00**

**Year 5: \$4,000.00**

Please include your annual fee with the completed Vacant Building Registration form.

Make Checks payable to: CITY OF ONEIDA

Mail registration form and payment to: City of Oneida, 109 N Main St, Oneida, NY 13421

DECLARATION: I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION (INCLUDING INFORMATION ON THE ACCOMPANYING DOCUMENTS AND PLANS) HAVE BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ARE TRUE AND CORRECT.

PERMIT APPLICANT: \_\_\_\_\_ DATED: \_\_\_\_\_  
(Circle one: Property owner, Manager, Contractor)

APPROVED: \_\_\_\_\_ DATED: \_\_\_\_\_  
Code Enforcement Officer/Permit Administrator