



CITY OF WALHALLA
Community Development

206 N Church St. • P.O. Box 1099 • Walhalla, SC 29691 • (864) 638-4343 • Fax (864) 638-4357 • www.CityofWalhalla.com

Vacant Building Registration

Date of Submission

Registration Number
(Office Use Only)

Owner's Information

Applicant Name: _____
Mailing Address: _____
Telephone: _____
Email: _____

Local Agent Information
(If Different from Owner)

Owner Name: _____
Mailing Address: _____
Telephone: _____
Email: _____

Designation of Agent: *(Complete only if owner is designating a local agent)*

I hereby appoint the person named above as my local agent to represent me in regards to this property:

Owner's Signature

Date

Building/Property Information

Building/Property Location: _____
Parcel Number(s): _____ Current Zoning: _____
Current Land Use: _____ Currently Being Marketed: Yes No

For Office Use Only: Category I Category II Category III Initial Registration Renewal

Date Registration Submitted: _____ Date Plan Submitted: _____
Rehabilitation Plan Accepted: _____ Exemptions Granted: _____
Status Report Provided: _____ Fee Paid: _____

Vacant Building Rehabilitation Plan

The following must be submitted as part of the Vacant Building Rehabilitation Plan.

1. A site plan;
2. If non-residential, a layout of the structure;
3. A plan of action to secure, monitor and maintain the building and premises in conformance with City Codes and Ordinances;
4. Written consent by the owner, allowing City officials to enter and inspect the property.

If you have been notified that the building is classified as a **Category II or Category III**, the following documents are also required as part of the Vacant Building Plan.

1. A plan to make the building ready for occupancy with details regarding the property repair and/or rehabilitation of the building to enable the code official to determine the plan is adequate.

If you have been notified that the building or structure has been identified as a **public nuisance**, submit the items above, as well as the following.

1. A plan of action to remedy such public nuisances. It is encouraged to partner with the Walhalla Police Department in developing the plan.

If you have been notified that the building has been classified as a **Category III**, you are required to meet with the Fire Marshal or Fire Chief to review structural deficiencies and determine a plan, such a fire or other emergency arises.

1. Findings and recommendations from the Fire Department must be included in the Vacant Building Plan.

Are you requesting an exemption from the annual registration fees? ____ Yes ____ No

If yes, please select appropriate reason:

- Property has been actively marketed for over twelve (12) months; Property meets minimum code.
- Property is being actively renovated (12 months or less).
- Property is in probate and/or actively being transferred.
- Structure was damaged by fire or weather event less than twelve (12) months ago.
- Financial hardship, please explain in the space provided below.
- Commercial property is classified as a Category I and has NOT been issued a citation within the last year.
- Structure has been ordered to be demolished and removed by the City and Court.
- Other reason, please explain in the space provided below.

As the applicant, I hereby confirm that all required information and materials for this registration are authentic and have been submitted to the Walhalla Community Development office.

I hereby offer my written consent to allow the designated City officials to enter and inspect the property listed.

I am aware and understand that I am required to paid an annual compliance inspection fee of \$50, plus the Vacant Building Registration annually, as long as the building remains vacant. Should I not submit the Vacant Building Rehabilitation Plan within thirty (30) days, I understand I may be assessed an administrative penalty of \$500.

Owner's Signature

Date