

Vacant and Abandoned Building Permit

This application is to be made pursuant to the [Vacant and Abandoned Building Bylaw 2020-28](#). Please read the bylaw carefully prior to completing this application.

Alternate ways to submit this application

If you do not wish to complete this form online, it can be downloaded and completed, then mailed or dropped off at the Township office with payment:

P.O. Box 129, 18 Centre Street
Spencerville ON K0E 1X0

Please specify the application type *

- ☐ Vacant and abandoned building regulation permit (\$150 fee)
- ☐ Extension to a vacant and abandoned building regulation permit (\$125 fee)

Applicant information

Please complete the following fields.

What option bests describes you? *

- ☐ I am the owner of the property for this application
- ☐ I am not the owner of the property for this application

Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner must be included with this form. This can be attached as a photo or as a scan. Please use the format demonstrated below:

"I, [name of owner], am the owner of the land that is the subject of the application and I authorize [name of applicant] to make this application on my behalf."

Please ensure this declaration is signed and dated.

Authorization document *

First and last name of applicant *

Email address *

Street address 1 *

Street address 2

Town/City *

Postal code *

Province *

Country *

Primary phone number *

Secondary phone number

Address of Vacant and Abandoned Building or Dwelling

Please complete the following fields.

Street address 1 *

Street address 2

Town/City *

Postal code *

Roll number *

Insurance Information

Except as authorized under section 3 of bylaw 2020-28, every owner of land or property that contains a dwelling that has been vacant and abandoned for more than 90 consecutive days or a building that has been vacant and abandoned for more than 120 consecutive days must within 30 days of an Order by an Inspector, maintain \$2,000,000 in liability insurance (by-law 2020-28, Sec 2.4. c).

Insurance provider *

Policy number *

Policy renewal date *

Please upload a copy of the Insurance Certificate. *

Applicant Checklist: Utilities

Where a building remains vacant for more than 30 consecutive days, the owner shall ensure that all utilities serving the building are properly disconnected or otherwise secured to prevent damage to the building or adjacent property, unless such utilities are necessary for the safety or security of the vacant building, or unless such utilities are otherwise required by law to remain connected.

Hydro Services *

- ☐ On
- ☐ Off

Water Service *

- ☐ On
- ☐ Off

If there is a well on the property, please indicate here:

- ☐ Drilled well
- ☐ Dug well

Applicant Checklist: Safety and Security

Please complete the following fields.

All combustible materials within the building are removed. *

- ☐ Yes
- ☐ No

Fire detection system is present and functioning. *

- ☐ Yes
- ☐ No

Sprinkler system is operational. *

- ☐ Yes
- ☐ No

If a sprinkler system is present, please indicate what type.

- ☐ Wet
- ☐ Dry
- ☐ Other

There is no existence of rodents or any other potential health or safety risks to the Township. *

- ☐ Yes
- ☐ No

Building/Dwelling is secured to prevent entry as per by-law 2020-28, Schedule “A”. *

- ☐ Yes
- ☐ No

Building/Dwelling is maintained as per by-law 2020-28, Schedule “B”. *

- ☐ Yes
- ☐ No

Declaration of Owner/Applicant

I hereby declare that the information contained in this application and on the attached plan and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

If the owner of the lands is a corporation or partnership, I have the authority to bind the corporation or partnership.

Signature *

Date *

Payment

Fees must be paid in accordance with the Vacant and Abandoned Building Bylaw.

Thank You

Your information has been recorded. If you have any further questions about this application, [please contact us](#).

A permit fee is due upon permit issuance, in accordance with the [Vacant and Abandoned Building Bylaw](#).