

**Building Inspections Department**

212 E Broadway St  
Randolph, NE 68771  
(402) 337-0567 phone  
(402) 337-0571 fax

cityadministrator@randolphne.com

**VACANT BUILDING  
REGISTRATION**

Vacant Building  
Ordinance 730

VB Registration# \_\_\_\_\_



Owner's Contact Information	Building Information
Name(s) _____ _____	Address _____ _____
Address _____ _____	Sale or Rental Price _____ _____
Phone _____ Email _____	Approximate length of vacancy _____ _____

**Plan & Timetable Details (You may attach additional pages)**

**How do you plan to return the vacant building or property to its appropriate occupancy or use?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How will you market the property pursuant to the requirements of subsection of the ordinance?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposal for any necessary repairs or demolition of the building (Include proposed completion dates):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note: Registration fees must be paid at the time of registration and include the initial inspection of the property by the city building inspector. Registration fees must be paid in full prior to the issuance of any building permits. Fees shall be paid directly the City of Randolph. In the event that fees are unpaid, the city attorney shall institute appropriate action against the owner for the recovery of such costs. An owner who acquires a vacant building for which the registration fee has already been paid for the calendar year period shall register the change of ownership with the city, but is not liable for an additional registration fee for that calendar year. For additional information including exceptions, please refer to Randolph City Code Ordinance 730.

I hereby certify that I have read and examined this application and affirm the above information as true and correct. I also agree to comply with all applicable ordinances or laws of the City of Randolph, Nebraska. I further certify that I am authorized to sign this permit application.

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

<b>FEE:</b>	<b>RESIDENTIAL</b>	<b>COMMERCIAL</b>
YEAR ONE	FREE	FREE
YEAR TWO	\$ 25.00	\$ 100.00
YEAR THREE	\$ 50.00	\$ 250.00
YEAR FOUR	\$ 100.00	\$ 475.00
YEAR FIVE	\$ 150.00	\$ 650.00
YEAR SIX	\$ 200.00	\$ 825.00
YEAR SEVEN & UP	\$ 250.00	\$ 1,000.00

Date Paid \_\_\_\_\_

Accepted by \_\_\_\_\_

Late Registration Fee: Up to \$500.00

Comments: \_\_\_\_\_

**Approval Signatures**

City Administrator \_\_\_\_\_ Date \_\_\_\_\_