

# City of Seven Hills Building Department

7325 Summitview Drive  
Seven Hills, Ohio 44131  
Phone 216.524.4427 Fax 216.525.6283  
Email: [building@sevenhillsohio.org](mailto:building@sevenhillsohio.org)

## Vacant Property Registration

Address of Property: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

County: \_\_\_\_\_

Local Agent: \_\_\_\_\_

(Responsible for security, maintenance or property, receipt of any code violations)

Name, Address, Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Persons or Legal Entities with legal interest

Name, Address, Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Utility Shut off Dates

Water: \_\_\_\_\_ Electric: \_\_\_\_\_

Gas: \_\_\_\_\_ Other: \_\_\_\_\_

### Weatherization Date of Vacant Property

Date: \_\_\_\_\_

Fee Paid Date: \_\_\_\_\_ Receipt Number \_\_\_\_\_

Registration must notify Building Department within 15 days of any change in registration information by filling out an amended registration statement. Registration valid for 1 year and must be renewed upon expiration as long as property remains vacant.

Fees: **\$200** Registration fee payable within 30 days of annual registration date

\$ 50 Late fees for fees not paid within 30 days of annual registration

\$ 25 Administrative fee per month for any fees not paid within 60 days of the annual registration date **PER SHCO Chapter 1144.04 thru 1144.99**