

**CITY OF WILLOWICK BUILDING DEPARTMENT  
VACANT PROPERTY RESIDENTIAL/COMMERCIAL**

**REQUEST FOR AN EXEMPTION FORM**

All vacant properties/buildings must register with the City of Willowick Building Department in accordance with Chapter 1338 of the City of Willowick Codified Ordinances. An exemption can only be granted by the Building Department upon receiving a COMPLETED exemption form which must be received within 30 calendar days of receiving notification to register. Below, identify the reason for the exemption. You will be notified within 15 days whether or not your exemption is granted. If the exemption is not granted, you will be required to register within 30 days of notification. Reasons for exemptions are:

- The home or building is under active construction/renovation and has a valid building permit(s). The applicant understands that at the time of the initial inspection they will be exempt from registration until expiration of the longest running, currently active building permit(s).
- Fire damaged buildings; as long as clean-up, repair or demolition is initiated within ninety (90) days after the date of the fire. Contact information for the insurance company provided.
- A resident on extended vacation or a resident in an alternative temporary living arrangement with the intention of re-occupying the property. Document(s) required.
- A Willowick owner-occupant who has moved and is actively attempting to sell the vacant home/building, provided a fully completed application of inspection has been filed with the City.
- Estate of a deceased Willowick homeowner actively attempting to sell the vacant home. A signed real estate contract to be provided.
- Homes and/or business/buildings that are for sale by owner ARE NOT EXEMPT!
- A business/building that is either for rent or for sale and listed with a **licensed** State of Ohio realtor is exempt for a period of twelve (12) months from the start of vacancy, provided that the owner in offering a building for sale submits proof to the Building Department of such listing and for sale status and that a full completed application of inspection has been filed with the City's Building Department. The agency's name, address, phone and e-mail address to be provided. (P.O. Boxes are prohibited.)

**PROOF OF EXEMPTION MUST BE DOCUMENTED IN WRITING & APPROVED BY THE BUILDING OFFICIAL.**

