



**City of East St. Louis Department of Regulatory Affairs  
Public Nuisance Abatement/Vacant Building Registration  
Ordinance**

**NOTICE**

**OWNERS OF VACANT HOUSES AND COMMERCIAL BUILDINGS ARE REQUIRED TO REGISTER WITH THE DEPARTMENT OF REGULATORY AFFAIRS. A PLAN TO IMPROVE PROPERTY MUST ALSO BE SUBMITTED.**

**FAILURE TO REGISTER WILL LEAD TO FINES RANGING FROM \$100 TO \$500 DOLLARS PER DAY AND LIENS WILL BE PLACED ON PROPERTY FOR NON PAYMENT.**

**PROPERTY OWNERS WITH SPECIAL CIRCUMSTANCES MAY REQUEST A WAIVER. FORMS MAY BE OBTAINED AT THE OFFICE OF REGULATORY AFFAIRS. ALL OWNERS OF VACANT BUILDING ARE ENCOURAGED TO REGISTER.**

**THIS ORDINANCE WILL BE STRICTLY ENFORCED**

**City of East St. Louis  
 Regulatory Affairs & Code Enforcement  
 Building Registration Form  
 301 River Park Drive, East St. Louis, IL 62201  
 ph. 618-482-6821 or 618-482-6638**



Pursuant to City Code of the City of East St. Louis, Illinois Municipal Code, the owner of any building shall, within sixty (60) days after a building becomes vacant, register each such building with the Regulatory Affairs /Code Enforcement Department(s), and each year thereafter by filing a *Vacant Building Registration Form*.

An annual, non-prorated, non-refundable fee of **\$700.00 for commercial properties (including \$200 registration fee & \$500 inspection fee) or \$350.00 for residential properties (including \$100 registration fee & \$250 inspection fee)** shall be required at the time of registration for each vacant building.

An owner shall notify the Regulatory Affairs/Code Enforcement Department(s) within fifteen (15) days of any change in registration information by filing a *Vacant Building Status Notification*.

A *Vacant Building Plan* must be submitted with registration including evidence of current/appropriate insurance. (Please see reverse side for instructions.)

The owner of a vacant building is required to annually renew the registration on the anniversary date of the first filing. The annual renewal will include a new *Vacant Building Registration Form* and payment of the *Annual Registration Fee(s)*.

**Annual Registration Fees (Commercial Properties)**

- Year Deemed Vacant \$700.00
- Vacant 1 year but less than 2 years \$700.00
- Vacant 2 years but less than 3 years \$1,000
- Vacant 3 years but less than 5 years \$2000.00
- Vacant 5 years but less than 10 years \$3,500.00
- Vacant at least 10 years is \$5,000.00 plus an additional \$500.00 for each year in excess of 10 years.

**Annual Registration Fees (Residential Properties)**

- Year Deemed Vacant \$350.00
- Vacant 1 year but less than 2 years \$350.00
- Vacant 2 years but less than 3 years \$500.00
- Vacant 3 years but less than 5 years \$1,000.00
- Vacant 5 years but less than 10 years 1,750.00
- Vacant at least 10 years is \$2,500.00 plus an additional \$250.00 for each year in excess of 10 years.

Registration for year _____ <small>Registration to be filed annually for each vacant building.</small>	Amended Registration for year _____ <small>Any changes to this registration must be reported within 15 days.</small>
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 Vacant Building Registration Form  
 301 River Park Drive, East St. Louis, Il 62201  
 ph. 618-482-6821 or 618-482-6638

**Date:** \_\_\_\_\_ **Property Parcel #** \_\_\_\_\_ **Date of Vacancy** \_\_\_\_\_

**Vacant Property Address:** \_\_\_\_\_  
 (A separate form must be used for each property)

**Type of Structure:** Commercial \_\_\_ Industrial \_\_\_ Residential \_\_\_ **Units in Building** \_\_\_\_\_

**Owners Name\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ - \_\_\_\_\_

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

(P.O. Boxes are not acceptable)

**City, State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Signature** \_\_\_\_\_

\* If there are multiple owners such as an estate, association, corporation or partnerships, you must attach a separate sheet and provide the requested information for ALL owners/principals of the entity. For more information regarding this requirement please see reverse side of this form.

**Alternate Contact\*:** (Required if all listed owners live out of state)

**Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Date of Birth :** \_\_\_\_\_

\* This person/entity must reside in Illinois, must be authorized to accept service of process on behalf of the owners and be designated as a responsible, local party or agent, both for purposes of notification in the event of an emergency affecting public health, safety or welfare and for purposes of service of any and all notices or registration.

**Current Fee Structure:**

COMMERCIAL PROPERTY FEES	RESIDENTIAL PROPERTY FEES
<ul style="list-style-type: none"> <li>• Deemed Vacant \$700.00</li> <li>• Vacant 1 year but less than 2 years \$700.00</li> <li>• Vacant 2 years but less than 3 years \$1,000</li> <li>• Vacant 3 years but less than 5 years \$2000.00</li> <li>• Vacant 5 years but less than 10 years \$3,500.00</li> <li>• Vacant at least 10 years is \$5,000.00 plus an additional \$500.00 for each year in excess of 10 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Deemed Vacant \$350.00</li> <li>• Vacant 1 year but less than 2 years \$350.00</li> <li>• Vacant 2 years but less than 3 years \$500.00</li> <li>• Vacant 3 years but less than 5 years \$1,000.00</li> <li>• Vacant 5 years but less than 10 years 1,750.00</li> <li>• Vacant at least 10 years is \$2,500.00 plus an additional \$250.00 for each year in excess of 10 years.</li> </ul>

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***Vacant Building Plan***  
***To be submitted with Vacant Building Registration Form***

At the time a building is registered, the owner shall submit a written ***Vacant Building Plan***. This plan should include, but is not limited to, the following:

• **Evidence of appropriate and current insurance**

- o Insurance Requirements: Residential/Single Family: Proof of Insurance  
1-3 units: \$500,000  
4-11 units: \$750,000  
12-48 units: \$2,000,000  
Industrial/Commercial Property: \$2,000,000

• **Short-Term Plans (up to 1 year)**

- o Current status of Building: How will building be secured? Doors locked? Windows screened and meshed? Is the property winterized? Which utilities are on? (Boarding of windows/doors is prohibited for short term plans.)
- o Plan of action for exterior building maintenance.
- o Schedule for grass cutting/yard maintenance. Grass and weeds must be cut and maintained not to exceed eight (8) inches maximum height.

• **Long-Term Plans (1-3 years)**

- o What building improvements are planned? (Include timeline)
- o What is projected date of re-occupancy?
- o Building to be sold or rented?
- o Re-Occupancy Inspection must be applied for and Certificate of Occupancy issued prior to anyone occupying the property.
- o Is property to be demolished?

• **Signage per the Municipal Code of Ordinances**

- o Signage must be affixed to the front street side door of the building structure for the entire length of the vacancy. Failure to do so will result in a fine with a maximum amount of \$500 per day.
- o The Code Enforcement/Regulatory Affairs must be notified within fifteen (15) days of any change, and corrected signage affixed to the structure.

**Do Not Write Below This Line (City Use Only)**

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

Amount of Payment \$ \_\_\_\_\_

Signage given to applicant: \_\_\_\_\_

Liability Insurance \_\_\_\_\_

Vacant Building Plan \_\_\_\_\_

Application processed by \_\_\_\_\_

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## VACANT BUILDING PLAN

Vacant Building Address: \_\_\_\_\_

Property Owner Name/Address/Phone: \_\_\_\_\_

### Short-Term Plans

- Plan of action for exterior building maintenance and code violations \_\_\_\_\_  
\_\_\_\_\_
- Schedule for grass cutting/yard maintenance. Grass and weeds must be cut and maintained not to exceed eight (8) inches maximum height. \_\_\_\_\_
- Proposed Business Use: \_\_\_\_\_

### Long-Term Plans

- What building improvements are planned? (Include timeline) \_\_\_\_\_
- What is projected date of re-occupancy? \_\_\_\_\_
- Building to be sold or rented? \_\_\_\_\_
- Is property to be demolished? \_\_\_\_\_

## Additional Notes and/or Time Schedules for Completion

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

Director's Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_