



VACANT PREMISES REGISTRATION FORM

Department of Urban Planning & Codes Enforcement
City of Coatesville - 1 City Hall Place - Coatesville, Pennsylvania 19320
Phone: 610.384.0300 - Fax: 610.384.6051

Form must be filled out completely and accurately in order to be APPROVED.
Mail or Fax completed form to the Codes Department.

PLEASE PRINT CLEARLY

1. Vacant Premises Address: _____

CHECK BOX IF EMPTY LOT

2. Time of vacancy (how long) _____

3. Description of premises: _____

4. Owner/s of Record: _____

5. Owner/s Primary Address (P.O Boxes are not acceptable): _____

6. Tel. No _____ E-mail: _____

7. If owner is a corporation, please provide: (Must be an individual who will accept service process on behalf of the corporation. PO boxes are not acceptable)

Name of Principal of the Corporation: _____

Resident Agent's Name: _____

Resident Agent's Address (P.O. Boxes are not acceptable): _____

I am hereby registering the above vacant premises and I understand in no instance shall the registration of a vacant premises and the payment of registration fees be construed to exonerate the owner, agent, or responsible party from responsibility for compliance with any applicable codes. I also understand that before the property can be reoccupied, it must be inspected and meet the requirements of the International Property Maintenance Code and all other Codified Ordinances of the City of Coatesville.

Owner/Agent's Signature _____ Date _____

*** If mailing address has or will change within the next year or the property is to be transferred, the above listed responsible person will be responsible for the updating of this information and must notify the Department of Urban Planning and Codes Enforcement within 30 days of such a change.**

IMPORTANT: A registration fee of \$365.00 must be submitted with this form.

Failure to submit required fees with this form will cause it to be deemed as un-submitted.

Registration Fee shall expire one year (365/366 days) from Registration date, a new form must be filed and fee must be paid annually, as long as property is vacant.

Owner/agent desiring to remove previously registered premises from listing must pay for and schedule an inspection of determination. This will require a \$80.00 per/unit fee.

If owner/agent fails to file this application, for all vacant premises owned, or to amend the registration statement, if applicable, or pay the registration fee, the City of Coatesville may institute criminal proceedings against the owner of the property. An owner is subject to a potential fine up to \$1,000.00. In addition, the City of Coatesville may bring other action to collect any unpaid registration fees. Please call the Department of Urban Planning and Codes Enforcement regarding any questions you may have about the completion and/or submittal of this form.

OFFICIAL USE BELOW THIS LINE

APPROVED BY: _____

DATE: _____

Revised 03/15/2023

