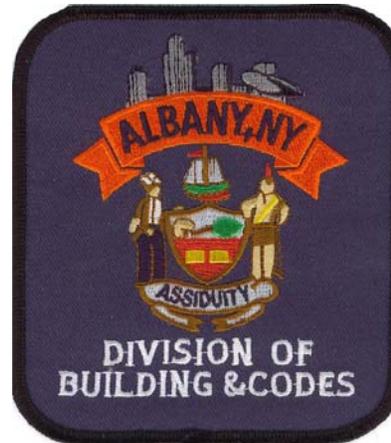


In early 2000 the Mayor signed into law an ordinance that had been unanimously passed by the Common Council creating the Vacant Building Registry. Both the Mayor and the Common Council recognized the effect that unkempt vacant buildings have on our neighborhoods. This ordinance charged the Division of Building & Codes with creating and maintaining a Vacant Building Registry.

Since that time, with the assistance of neighborhood groups and non-profit community groups, many buildings have been registered and maintained in accordance with this law. Inside this brochure are the most commonly asked questions for the Registry. We continue to work to gain compliance for all vacant buildings.

*More Questions—
please call the
Division of Building
& Codes or check
our website at
www.albanyny.org*



Division of Building & Codes

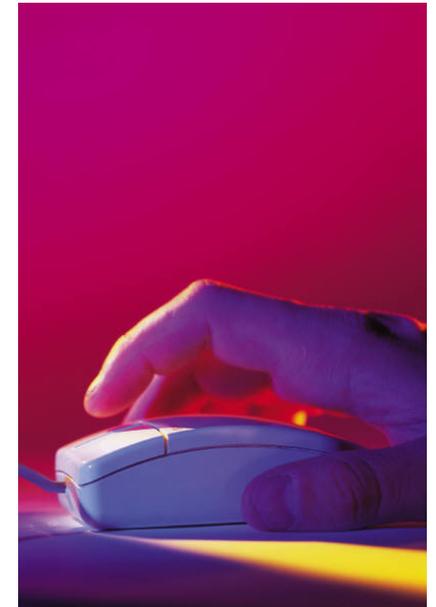
Department of Fire &
Emergency Services
City Hall—Room 303
Albany, NY 12207
Hours: Mon.—Fri. 8:30am—4:30pm

Buildings: (518) 434-5165
Codes: (518) 434-5995
Fax: (518) 434-6015
www.albanyny.org



*Division of
Building & Codes*

***Vacant
Building
Registry***



City of Albany

Gerald D. Jennings
Mayor

*An informational brochure for
building owners & citizens of the
City of Albany.*

Effective July 1, 2000 vacant buildings are required to be registered with the City of Albany. Owners must supply certain information to the Division of Building & Codes and must secure their vacant building in accordance with Article XI of Chapter 133 of the City Code. This brochure is meant to answer commonly asked questions about the Vacant Building Registry. A full text version of Article XI and Article XIA are available in the Division of Building & Codes.



Q: *What qualifies as a “Vacant Building” that must be registered?*

A: A building or portion that is unoccupied and secured by other than normal means or a building that has been ordered unsafe by the Department of Fire, Emergency & Building Services. A building that is unoccupied and has multiple code violations or is illegally occupied is also subject to the Vacant Building Registry.

Q: *When must a building be registered?*

A: A building is subject to the requirements of the registry no later than 30 days after becoming vacant.

Q: *How do I register my vacant building?*

A: The Division of Building & Codes has registration forms and full text versions of the Code sections with the requirements for registration and maintenance of vacant buildings available in our offices. These forms can be obtained wither by calling or visiting the Division of Building & Codes or visiting our website at www.albanyny.org and downloading the Vacant Building Registration form.

Q: *I do not live in the area, can I register my building other than in person?*

A: Yes. You may register your building through the mail but there are requirements of the registry that require you to designate a local agent that will be responsible for the maintenance of your property and who can be contacted by our office in case of an emergency.

Q: *Are there any fees involved with registering my vacant building?*

A: Yes. A \$250.00 registration fee must be

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paid annually to the City of Albany. This fee must be submitted to the Division of Building & Codes along with your completed registration form in order for your building to be in compliance with the Vacant Building Registry.

Q: *Are there any exemptions to the Registry?*

A: Yes. Buildings that have been fire damaged can be exempt from the registry for up to 90 days. A written request for exemption must be made to the Division of Building & Codes. Call our office for information that must be included in your request within 30 days of the fire.



Q: *Are there any penalties if I do not register my vacant building?*

A: Yes. You may be subject to penalties in accordance with section 133-80 of the City Code.