

# Application for Vacant Building Registration City of Sioux Falls, SD

*\*All Applicable Fields Must Be Fully Completed\**

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

Date when building became vacant: \_\_\_\_\_

## Current Owner Information:

Full Name of Owner(s)/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Owner's Date of Birth: \_\_\_\_\_

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

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

Day and Evening Phone Numbers: \_\_\_\_\_

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

## Lender/Lien Holder Information:

Lender/Lien Holder: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone \_\_\_\_\_

Lender/Lien Holder Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## Property Manager Information\*:

\_\_\_ Same as Owner (skip to next section) \_\_\_ Manager information listed here

Name of Property Manager: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Day and Evening Phone Numbers: \_\_\_\_\_

\*The property manager should be a local contact which we can reach regarding building and yard maintenance issues as well as progress for returning the property to its originally designed use and occupancy.

Is this property in foreclosure status? \_\_\_ Yes \_\_\_ No

If yes, date when the mortgage holder acquired the property: \_\_\_\_\_

If yes, name of previous occupant/owner: \_\_\_\_\_

Is this property being maintained and secured? (i.e., weekly yard/snow maintenance, no boarded doors/windows, locked and secured, no padlocks, etc. Appears as a normally occupied property.)

\_\_\_ **Yes** \_\_\_ **No**

*If **yes**, building is not required to be registered, but must remain secure and maintained normally.  
If **no**, must be registered. Please refer to the vacant building ordinance for more information.*



**Do you plan to demolish this building?**    \_\_\_ **Yes**    \_\_\_ **No**

If yes, please indicate the date by which demolition will occur: \_\_\_\_\_

If no, please indicate the timetable and plan for returning the property to appropriate occupancy or use: \_\_\_\_\_

\_\_\_\_\_

**Oath/Signature**

I certify that the above information and answers are correct, I am the legal owner of the premises, and that I am responsible for the maintenance of this property \_\_\_\_\_ *Initial here*

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**Vacant Building Registration Information**

**General**

Any building within the Sioux Falls city limits that is unoccupied must be registered with the City as a vacant building.

Applications cannot be processed until all documents and fees have been submitted. **The application must be fully completed.** Application processing takes approximately two weeks.

**Registration Fee**

\$200.00 Make check or money order payable to the City of Sioux Falls.

**Expiration**

Registration expires 12 months from the date the application is approved.

**Mail To**

Building Services  
Property Maintenance  
231 North Dakota Avenue  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
605-978-6900

**Information**

Upon receipt of the application, the Property Maintenance Inspector will conduct an inspection of the premises.

*Office Use Only:*    Receipt Number \_\_\_\_\_    \$200.00

Legal Description: \_\_\_\_\_

**150.155 PURPOSE.** The purpose of this subchapter is to protect the public health, safety and welfare by establishing a program for identification and registration of vacant buildings, determining the responsibilities of owners of vacant buildings and structures, and providing for administration, enforcement and penalties.

**150.156 DEFINITIONS.** For the purposes of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**DANGEROUS STRUCTURE.** A structure that is potentially hazardous to persons or property, including, but not limited to:

- (1) A structure that is in danger of partial or complete collapse;
- (2) A structure with any exterior parts that are loose or in danger of falling; or
- (3) A structure with any parts, such as floors, porches, railings, stairs, ramps, balconies or roofs, that are accessible and that are either collapsed, in danger of collapsing or unable to support the weight of normally imposed loads.

**OWNER.** Those shown to be the owner or owners on the records of the Minnehaha County and Lincoln County directors of equalization, those identified as the owner or owners on a vacant building registration form, holder of an unrecorded contract for deed, a mortgagee or vendee in possession, a mortgagor or vendor in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the freehold of the premises or lessor state therein. Any person shall have a joint and several obligation for compliance with the provisions of this subchapter.

**SECURED BY OTHER THAN NORMAL MEANS.** A building secured by means other than those used in the design of the building.

**UNOCCUPIED.** A building which is not being used for a legal occupancy.

**UNSECURED.** A building or portion of a building that is open to entry by unauthorized persons without the use of tools.

**VACANT BUILDING.**

- (1) A building or portion of a building that is:
  - A. Unoccupied and unsecured;
  - B. Unoccupied and secured by other than normal means;
  - C. Unoccupied and a dangerous structure;
  - D. Unoccupied and condemned;
  - E. Unoccupied and has city code violations; or
  - F. Condemned and illegally occupied.
- (2) *VACANT BUILDING* does not mean any building being constructed pursuant to a valid permit issued pursuant to the city building code and residential code for one- and two-family dwellings.

**150.157 VACANT BUILDING REGISTRATION.**

- (a) The owner shall register with the city not later than 30 days after any building in the city becomes a vacant building, as defined in this subchapter.
- (b) The registration shall be submitted on forms provided by the city. The forms shall include a plan for the continued care and upkeep of the property acceptable to the city and a timetable for returning the building to appropriate occupancy or use and/or for demolition of the building and other information deemed necessary by the city.
- (c) All applicable laws and codes shall be complied with by the owner. The owner shall notify the city of any changes in information supplied as part of the vacant building registration within 30 days of the change. If the plan or timetable for the vacant building is revised in any way, the revisions must meet the approval of the city.
- (d) The owner and any subsequent owners shall keep the building secured and safe and the building and grounds properly maintained until the rehabilitation or demolition has been completed. The building shall not be used for storage.
- (e) Any new owner(s) shall register or re-register the vacant building with the city within 30 days of any transfer of an ownership interest in a vacant building. The new owner(s) shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the city.

**150.158 VACANT BUILDING FEES.**

- (a) The owner of a vacant building shall pay an annual fee of \$200 for the period the building remains a vacant building.
- (b) The first annual fee shall be paid not later than 30 days after the building becomes vacant. If the fee is not paid within 30 days of being due, the owner shall be in violation of this subchapter.
- (c) The fee shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit.

**150.159 EXEMPTIONS.**

- (a) A building that has suffered fire damage shall be exempt from the registration requirement for 90 days after the date of the fire if the property owner submits a request for exemption in writing to the city.
- (b) This request shall include the following information supplied by the owner:
  - (1) A description of the premises;
  - (2) The names and addresses of the owner or owners; and
  - (3) A statement of intent to repair and reoccupy the building in an expedient manner.

**150.160 INSPECTIONS.** The city may inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this subchapter. Procedures for inspections shall be as permitted by § 104 of the Property Maintenance Code.

**150.999 PENALTY.**

- (a) Any person violating any provision of this chapter, for which no other penalty is provided, shall be subject to the penalty provisions of § 10.999.
- (b) Any person violating any provision of §§ 150.155 through 150.161 or providing false information to the city shall be punished as provided in the general penalty section, § 10.999, of this Code.

# FAX APPLICATIONS

(This section to be completed for application by fax only)

Charge to  MasterCard  Visa

Card Number # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Three- or four-digit security code that is printed on the  
back side of the credit card \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Name (Print name as it appears on card)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Fax Number 605-367-8737**