



City of Winnsboro Vacant Building Registration Form

Address of Property: _____

Date: _____

____ Planned disposition of this building (please check one):

____ I plan to rehabilitate this structure commencing (date): ____/____/____

____ I plan to demolish (wreck and remove) this building by (date): ____/____/____

____ I am willing to authorize the City of Winnsboro to demolish and remove this building(s).

____ This building is vacant as a result of fire damage which occurred on (date): ____/____/____.

I, as the property owner, want to claim registration and fee exemption status for ninety (90) days from the date of the fire.

I intend to repair and reoccupy the building.

Other: _____

Persons, lien holders, mortgagees, mortgagors and other interested parties known to me:

NAME	ADDRESS	PHONE	Email

	INSTRUCTIONS:	
Print Your Name (legibly)	<i>Complete and return this form with your registration fee payment of \$ Credit cards are accepted or Make checks payable to : City of Winnsboro Make Payment at, or mail payment to: City of Winnsboro 501 S. Main St. Winnsboro, Texas 75494 Thank you for your cooperation</i>	
Signature		Date of Birth
Address		
City		State Zip
Main phone #		Alternate phone #
Email address		



City of Winnsboro Vacant Building Program

Requirements, Regulations and Information

The Council of the City of Winnsboro has adopted ordinances regulating vacant and unoccupied structures.

You must register this building with the City, Vacant/Nuisance Buildings Code Enforcement Unit if the building is unoccupied and:

1. A building is also presumed to be vacant if all lawful uses have ceased or reasonably appear to have ceased for 90 days

Or if it meets the following criteria:

It has an inactive city utility account.

It is used solely for the purpose of personal/business storage.

Is unsecured.

Violates occupancy regulations as defined in the Vacant Building Registration Ordinance

2. Building or structure that is unoccupied or is occupied by a person without a legal right of occupancy.
3. For multi-tenant buildings, it is considered vacant if 75% or more of the total floor area is unoccupied

Registration Requirements:

1. Submit the enclosed Vacant Building Registration Form not later than 90 days after a building becomes a vacant building, describing plans for rehabilitating and reoccupying or demolishing the building.
2. **For the full list of requirements please refer to Sec 3.12.004 of the Vacant Building Ordinance**
3. Disclose any current Truth-in-Sale of Housing Disclosure Reports.

4. Pay the \$500 for the first years registration for the Vacant Building Registration fee within 30 days of receiving this letter.

NOTE: You will be responsible to pay a yearly registration fee and the quarterly fee, unless you file for an exemption. See Sec 3.12.006 Exemptions in the Vacant Building Registration Ordinance for the requirements to apply for an exemption.

5. Provide unencumbered access to all portions of the premises of the buildings to permit the Enforcement Officer to make a complete inspection.
6. Disclose all lien - holders.

Owners, agents, assignees and all responsible parties are required to comply with the following requirements:

1. Keep all buildings secure.
2. Keep all porches, stairs, and exterior premises free of refuse, junk and debris.
3. Cut grass and weeds.
4. Must maintain the property in compliance with the IBC and IEBC.

Sale Requirements – There is a fee of \$25 for a transfer request- Owner must notify Building Official within 30days in writing of ownership change.

VB1 – Current registration and fees; notify the City; restore utilities.

VB2 – No sale without City approval. Requirements include: current registration and fee payments, code compliance report, cost estimate for all repairs, a schedule for completion of the repairs, and proof of financial capability to complete all repairs.

VB3 – No sale without a Certificate of Code Compliance or Certificate of Occupancy

There will be a quarterly fee of \$250 that the building remaining empty or non-sold, which will double each year as well as the registration fee.

You can find the full Vacant Building Ordinance At: <https://ecode360.com/39754081#39754081>

**ALL REQUIRED APPLICATION, DOCUMENTATION, INFORMATION and PAYMENTS MUST BE TURNED IN AT THE SAME TIME
OR IT WILL NOT BE ACCEPTED!**



City of Winnsboro Vacant Building Registration Form

Date: _____

Property Address: _____

Legal Description of Property: _____

Contact Information of Ownership Interest in Property

Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: () - Alt. Phone #: () -

E-Mail: _____

Contact Information of LOCAL Property Manager or Agent

Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: () - Alt. Phone #: () -

E-Mail: _____

The undersigned hereby attests to the above information as accurate. Any falsification may result in the denial or revocation of the certificate of registration for a vacant building.

Signature: _____ Date: _____



City of Winnsboro Vacant Building Plan of Action Form

Utility Information

Water: _____ ON or _____ OFF

Electricity: _____ ON or _____ OFF

Gas: _____ ON or _____ OFF

Winterized: _____ YES or _____ NO

Last Date of Occupancy: _____

Total Vacant Square Footage: _____

PLAN OF ACTION

☐ Plan to rehabilitate/correct violations of this structure commencing (date): _____
Provide a detailed timeline for correcting all violations and a plan to meet the minimum standard of care for vacant properties as outlined in Section 12-6 of Winnsboro's City Code.

☐ Identify the measures that will be taken to maintain the property while it is vacant.

☐ Provide a detailed plan for how the vacant building will be rehabilitated and identify a future use for the property.

REQUIRED ATTACHMENTS

☐ Proof of insurance of the building which shall be kept in full force and effect at all times during the registration term, commercial general liability and property insurance coverage, with minimum combined bodily injury (including death) and property damage limits of not less than \$1,000,000 for each occurrence and \$2,000,000 annual aggregate.

☐ A complete floor plan of the property for use by first responders in the event of a fire or other catastrophic event.

☐ Photo or visual proof that "No Trespass" placards have been placed on the premises.

REGISTRATION & INSPECTION FEES

A check or a Request for a Qualified Fee Waiver must be submitted with this application. Please make checks payable to City of Winnsboro.

Registration & Inspection Fee: \$500.00

☐ Check #: _____ Received by: _____ Date: _____

☐ Request for a Qualified Fee Waiver Approved by: _____ Date: _____

A Plan of Action must be updated every 6 months.

City of Winnsboro Request for a Qualified Fee Waiver

The following fee waivers may be applied to your registration if you meet one or more of these qualification. Please check the fee waiver that you would like to apply for and attach any pertinent documentation to this registration form as evidence for the waiver.

- ☐ Property has been devastated by a catastrophe such as a fire or damaged caused by extreme weather conditions which render it uninhabitable. Date: _____
- ☐ The Property under current litigation in a legal dispute. Date: _____
- ☐ Property owner is deceased or is no longer legally competent. Date: _____
- ☐ Property is under active construction or renovation and having a valid building permit(s) at the time of initial inspection shall be exempt from registration until the expiration of the longest running, currently active building permit. Date: _____

The undersigned hereby attests to the above information as accurate. Any falsification may result in the denial or revocation of the certificate of registration for a vacant building.

Signature: _____ Date: _____

City Administrator Approval for Waiver

- ☐ Qualified for Fee Waiver
- ☐ NOT - Qualified for Fee Waiver

Signature: _____ Date: _____

All fee waivers must be applied for, using the forms provided, on an annual basis, and are subject to approval by the City Administrator. A fee waiver is only valid for 120 days to 24 months per situation.