

**VACANT AND ABANDONED STRUCTURE REGISTRATION  
AND/OR INSPECTION REQUEST  
CITY OF LIVONIA – BUILDING INSPECTION  
33000 CIVIC CENTER DRIVE  
LIVONIA, MI 48154  
734-466-2580  
734-466-2095 FAX**

**ALL FEES ARE NON-REFUNDABLE**

| Address of Abandoned/Vacant Structure | Lock Box Code | Date |
|---------------------------------------|---------------|------|
|---------------------------------------|---------------|------|

**PROPERTY OWNERS**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Driver's License # \_\_\_\_\_ Copy Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Driver's License # \_\_\_\_\_ Copy Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

**Attach** Additional Sheets As Needed

**REPRESENTATIVE OR LOCAL AGENT AUTHORIZED BY OWNER**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Driver's License # \_\_\_\_\_ Copy Attached: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Email address:** \_\_\_\_\_

**REASON FOR VACANCY:** \_\_\_\_\_

**ESTIMATED LENGTH OF TIME PROPERTY TO REMAIN VACANT:** \_\_\_\_\_

**PLANS FOR RESTORATION, REUSE OR REMOVAL:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TIMELINE AND WORK SCHEDULE ATTACHED TO BACK SIDE OF SHEET**

**IF ANY OF THE ABOVE INFORMATION CHANGES, THE OWNER SHALL FILE AN AMENDED FORM WITHIN SEVEN (7) DAYS OF ANY CHANGE.**

**TIMELINE AND WORK SCHEDULE PLAN:** \_\_\_\_\_

**ANY OTHER PERTINENT INFORMATION:** \_\_\_\_\_

**Attach additional sheets as needed.**

**Administration fee for registering is currently \$39.00.**

**The monthly administrative fee of \$39.00, payable to the City of Livonia, shall be received by the City on or before the seventh (7<sup>th</sup>) day of each month following the month registered, or a late fee of \$20 shall be due and payable. A postmark does not constitute receipt date. Mail payments to: City of Livonia Inspection – Vacant Buildings, 33000 Civic Center Dr, Livonia, MI 48154. Include the structure address on your payment, so it may be properly recorded and credited.**

### **SPECIAL INSPECTION**

**Residential Property:** Minimum Fee is \$400 for special inspections from Building, Plumbing, Mechanical, Electrical, and Zoning. The minimum fee will cover up to one hour of time for each inspector which includes paperwork and travel time one way. Normal-residential inspections will be one hour or less. Any overage is charged at \$50 per each half hour or fraction thereof, per inspector.

Scheduled Date: \_\_\_\_\_

**Non-Residential (Commercial) Property:** Minimum fee is \$700 for special inspections from Building, Plumbing, Mechanical, Electrical, and Zoning. The minimum fee will cover up to one hour of time for each inspector which includes paperwork and travel time one way. Any overage is charged at \$50 per each half hour or fraction thereof, per inspector.

Scheduled Date: \_\_\_\_\_

We can not set exact times due to the changing nature of these inspections. Our inspections normally are made between 9:30am and 4:00pm normal business days. Provide safe access to all structures on property. Please allow two (2) business days for preparation of inspection report.

**Reinspection fees of \$45 per inspector will be charged each time for missed appointments or failure to provide access on the scheduled date.**

**All work noted to be completed during the inspections shall be completed in a timely fashion. Additional permits may be required for work to be done or that has been done without permits.**

**ALL FEES ARE NON-REFUNDABLE**

**Property may not be occupied until all the designated conditions determined with Ordinance 2844 have been met and a re-occupancy certificate has been issued. The certificate for the re-occupancy is \$20.00 and any monies owed to the City of Livonia must be paid prior to issuance.**

**Owner/Responsible Party Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_