



City of Grosse Pointe Park

VACANT BUILDING REGISTRATION FORM

Chapter 10, Article 4 Vacant Buildings

**REGISTRATION/INSPECTION/RENEWAL FEE:
\$250.00 PER PROPERTY**

Lock Box# _____

Date: _____ Parcel #: _____ Date of Vacancy: _____

Vacant Property Address: _____

(NOTE: a separate form must be used for each property.)

Type of Structure: Commercial Industrial Residential Unit in Building: _____

Owner's Name*: _____ Phone: _____

Address: _____ City, State, Zip: _____

E-Mail: _____

Signature: _____

(Must be signed by owner or an authorized agent for the owner.)

*If there are multiple owners such as an estate, association, LLC or partnerships, you must attach a separate sheet and provide the requested information for ALL owners/principals of the entity.

Local Agent**:

Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

E-Mail: _____

**This person/entity must reside or maintain an office in Wayne, Oakland or Macomb Counties, must be authorized to accept service of process on behalf of the owners and be designated as a responsible, local party or agent, both for purposes of notification in the event of an emergency affecting public health, safety and welfare and for purposes of service of any and all notices and registration.

FORM INFORMATION

1. When completed please email to building@grossepointepark.org or mail this form to the City of Grosse Pointe Park.
2. This form is required to be filed if a building has been vacant for 30 consecutive days.
3. It is your duty to amend this registration statement within 20 days of any changes in status or ownership. If no such notice is received regarding the status of a structure within the time limits, the building will be considered still vacant and you may be invoiced.
4. The requirements of this ordinance section are applicable to each owner of any building that shall have been vacant for more than 30 days.
5. For the purpose of filing this form an owner is defined as:
 - (A) If the owner is a corporation or a limited liability corporation, the registration statement shall prove the names and residence addresses of all officers, directors and/or members and shall be accompanied by a copy of the most recent annual tax report filed with the secretary of state;
 - (B) If an estate, the name and business address of the executor of the estate;
 - (C) If a trust, the name and address of all trustees, grantors and beneficiaries;
 - (D) If a partnership, the names and residence addresses of all partners with an interest of ten percent or greater;
 - (E) If any other form of unincorporated association, their names and residence addresses of all principals with an interest of ten percent or greater;
 - (F) If an individual person, the name and residence address of that individual person.

For further assistance with the registration process, please contact the Building Department at (313) 822-4365.



VACANT BUILDING STATUS CHANGE NOTIFICATION

Please print:

I, _____ certify that the building located
at _____, Grosse Pointe Park, MI has been
sold _____ or was occupied _____ on this day _____
(Check only one - sold or occupied)

IF SOLD PLEASE PROVIDE THE FOLLOWING INFORMATION:

New Owner Information

Owner: _____

Owner Address: _____

Owner City, State, Zip: _____

Signature: _____ Date: _____

THIS FORM MUST BE SIGNED TO BE VALID

Return to:
**City of Grosse Pointe Park
Building Department
15115 East Jefferson, Grosse Pointe Park, MI 48230**

building@grossepointepark.org