



## City of Augusta Vacant and Abandoned Building Registration

Vacant building property owners must provide their actual residential address (may not be a post office box). If the owner's official residence is not in Maine, nor does the owner reside in Maine, there **MUST** be a designated person listed as the Local Property Manager and Emergency Contact.

Return the completed form to:

Vacant Building Registration Program  
Development Services Office  
City of Augusta  
16 Cony Street  
Augusta, Maine 04330

### I. Identification

Building Address: \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner(s) Name(s): \_\_\_\_\_

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

Phone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_ (email): \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_ (email): \_\_\_\_\_

Property Manager: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_ (email): \_\_\_\_\_

**Local Emergency Contact Person:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_ (email): \_\_\_\_\_

**Bank/Lender/Lien Holder:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_ (email): \_\_\_\_\_

**II. Main Use of Building (i.e., Single-family home, office, residential, parking, restaurant, etc.)**

Most recent use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

No. of dwelling units: \_\_\_\_\_ No. of dwelling units: \_\_\_\_\_

**III. Statement of Intent**

Date of vacancy: \_\_\_\_\_ Approximate end date of vacancy: \_\_\_\_\_

Plan & timeline for lawful occupancy, rehabilitation, removal or demolition (attach additional sheets if needed) :

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Authorized Persons - Please list all persons authorized to be present on the premises below and on the attached Trespass Notice. In addition, please sign the attached Trespass Notice, authorizing the arrest for trespass of individuals not on the list (attach additional sheets if necessary):

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**IV. Fee**

Please attach \$200 fee for commercial entities – a \$100 fee for individuals. A permit is valid for six months from the date of permit approval. Incomplete requests will not be considered.

**V. Demolition**

If an owner has undertaken the demolition permitting process, no fee will be required.

*The city requires you to have secured all the required state and local permits to demolish the building or structure. Demolition must occur within 90 days of securing the permits; this waiver is void and the full permit fee is owed if the demolition does not occur within this time.*

**VI. Applicant Signature**

Please sign the certification below:

*I/We, \_\_\_\_\_, do hereby swear and certify that the information provided in this application is true and accurate, to the best of my knowledge.*

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

For Internal Use:

\_\_\_\_\_  
Inspection completed by

\_\_\_\_\_  
Date Issued

