



City of Cudahy Vacant Building Registration Statement

Accordance with City of Cudahy Municipal Code Section 19.13(3) The owner of any building that is vacant, or has become vacant while owned by that person or entity, shall within 30 days after the building becomes vacant or within 30 days after assuming ownership, whichever is later, file a registration statement and pay a registration fee as prescribed in 12.01(47)(a) of this Code. The owner shall be required to renew the registration for successive 6-month periods as long as the building remains vacant and shall pay a registration renewal fee as prescribed in 12.01(47)(c) of this Code for each registered building, or a late registration renewal fee as prescribed in 12.01(47)(d) of this Code for each registered building if required registration fee is paid untimely.

Please type or print in ink.

Section 1 – Property Description for Registration

Parcel Tax Key: _____ **Property Type Class:** _____

Property Address: _____

Section 2 – Property Owner/Operator Information

Accordance with City of Cudahy Municipal Code Section 19.13(3)(b) The registration statement shall include the name, street address and telephone number of a person 21 years of age or older. This person shall reside within the 7-county area as described in 19.12(2)(b) of this Code.

Please Check Applicable Box: **Property Owner** **Property Operator**

Property Owner/Operator: _____ **Contact Number:** _____

Property Owner/Operator Address: _____

Section 3 – Property Owner Liability Insurance

In Accordance with City of Cudahy Municipal Code Section 19.13(5)(c) The owner of any building that has become vacant shall acquire or otherwise maintain liability insurance in the amount not less than \$300,000 for buildings designed primarily for residential use and not less than \$1,000,000 for any other building, including, but not limited to, buildings designed for manufacturing, industrial, storage or commercial uses, covering any damage to any person or any property caused by any physical condition of or in the building.

Certificate of Liability Insurance: **(Please Check Box)** **YES**

Section 4 – Property Inspection Appointment

In Accordance with City of Cudahy Municipal Code Section 19.13(6) After filing a registration statement the building owner shall provide access to the City to conduct an exterior and interior inspection of the building to determine compliance with this section. Failure to provide access to the property shall subject the property owner to the fees specified in 12.01(47)(e) of this code. In addition to any other applicable requirements, vacant buildings shall comply with all other Cudahy Municipal Code requirements.

Date and Time of Inspection Appointment: _____

Building Access Contact Infomation: _____

Section 5 – Payment Information

City of Cudahy	Rate Per Building	Number Of Buildings	Fee
Initial 6 Month Registration Fee	\$150.00		
If Paid After 30 Day Vacancy	\$300.00		
6-Month Renewal Fee	\$100.00		
Total Amount Submitted			

*Failure to register a vacant building as required under sub. (3) shall, upon conviction, forfeit not less than \$100 nor more than \$1,000, together with the cost of action, and in default of the payment of the payment of such forfeiture and cost, shall be imprisoned in the House of Correction or County Jail until the payment of such forfeiture and costs of prosecution, but not exceeding 90 days for each violation.

Mail payment with registration forms to:
City of Cudahy
Department of Inspection and Neighborhood Preservation
5050 S. Lake Drive
P.O. Box 100510
Cudahy, WI 53110