



Planning & Inspections Department

VACANT BUILDING REGISTRATION CHECKLIST

Please answer the questions below to determine if the building falls within the Vacant Building Ordinance 18.40 that requires registration:

1. If answer to any one of the questions below is **YES**, then building must be registered:
 - A. Is the building located in an enforcement area, either the Downtown or the Lower Dyer Area? (See plans of areas attached). YES NO
 - B. Has the building been condemned, ordered to be boarded-up, fenced, or otherwise secured? YES NO
 - C. Has the building been issued a notice of violation of the property maintenance code for unauthorized trespassing, vandalism, accumulation of trash or debris, overgrown weeds or any other nuisance? YES NO;

****If criteria was met by answering YES to any of the questions above, you may skip remaining questions, and proceed to registration form.***

OR

2. If answer to any one of these questions is **NO**, then building must be registered:
 - A. Does the Building have a valid Certificate of occupancy? YES NO
 - B. If building is two stories or less, does one or more persons conduct business in or reside in at least 40% of total area? YES NO
 - C. If building is over two stories, does one or more persons conduct business in or reside in at least 60% of total area? YES NO;

****If criteria was met by answering NO to any of the questions above, please proceed to registration form.***

*****Upon completion, mail forms and any additional supplemental documents to:***

*One Stop Shop
811 Texas Ave.
El Paso, TX 79901*



Planning & Inspections Department

VACANT BUILDING REGISTRATION FOR BUILDING SAFETY DIVISION

LVBD-_____

COMMERCIAL

RESIDENTIAL

PIDN: _____ (Central Appraisal Tax Identification Number)

Legal Description: _____

Building Address: _____

SUBMITTALS: Proof of Insurance
 Maintenance Plan

For commercial properties, the owner shall procure and maintain combined bodily injury and property damage insurance of \$1,000,000.00.

Date last legally Occupied: _____ Description of Use: _____

Owner (1) /Authorized Agent name: _____

Mailing Address: _____

Contact Telephone*: _____ email: _____

**telephone number where responsible party can be reached at all times during business and non-business hrs.*

Owner (2) /Authorized Agent name: _____

Mailing Address: _____

Contact Telephone: _____ email: _____

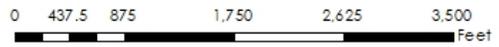
**telephone number where responsible party can be reached at all times during business and non-business hrs.*

Names, addresses and telephone numbers of all lien holders, tenants and all other parties with an ownership or possessory interest in the building. Attached N/A

Downtown Vacant Building Ordinance Area



This map is designed for illustrative purposes only. The features depicted here are approximate and more specific studies may be required to draw accurate conclusions. Enlargements of this map to scales greater than its original can introduce errors and may lead to misinterpretations of the data. The Planning & Inspections Department Planning Division makes no claim to its accuracy or completeness.



Lower Dyer Vacant Building Ordinance Area



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