Borough of Pottstown
Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-0725



Licensing & Inspections Department

(610) 970-6520

# VACANT PROPERTY REGISTRATION FORM

**As per Ordinance No 2108**

***ONLY COMPLETED FORMS WILL BE ACCEPTED***

***"Must be TYPED or PRINTED CLEARLY in BLACK or BLUE INK"***

**Address of Property_____ Parcel # 16-00_____**

**AKA Address_____**
**(Other known addresses used at the property)**

**Date property became vacant _____ Number of Units on Parcel_____**

**Owners Name_____ Phone #_____**

**Owners Address_____**

**Owner's E-Mail Address_____**

**** If owner is a Corporation, LLC, or Partnership provide the names, addresses and phone numbers of the natural persons who are the Chief Executive Officer, Registered Officer of Corporation, or names, addresses and phone numbers of the Managing Partners in Partnership;**

**********

**Designated Agents Name (21 years of age or older)_____**

**Designated Agents Address_____**

**Phone #_____ E-Mail Address_____**

**I hereby certify that all of the information I have provided for this Registration is true and correct.**

**Name of Person Filing Registration (Printed) _____**

**Name of Person Filing Registration (Signed) _____Date_____**

**Received by Inspections Department _____ Date_____**

Over please→

**Fee Schedule:**

| **Type of Building/Structure** | **Initial Registration Fee** | **First Renewal Fee** | **Second Renewal Fee** | **Any Subsequent Renewal Fee** |
|---|---|---|---|---|
| Single Family Dwelling | $75.00 | $125.00 | $175.00 | $275.00 |
| Registered Multi-Family Dwelling | $200.00 | $250.00 | $300.00 | $400.00 |
| Industrial/Commercial Building less than 10,000 sq ft | $250.00 | $300.00 | $350.00 | $450.00 |
| Industrial/Commercial Building greater than 10,000 sq. ft But less than 20,000 sq. ft. | $500.00 | $550.00 | $600.00 | $700.00 |
| Industrial/Commercial Building between 20,000 sq. ft. And 40,000 sq. ft. | $750.00 | $800.00 | $850.00 | $950.00 |
| Industrial/Commercial Building greater than 40,000 sq. ft. | $1,000.00 | $1050.00 | $1,100.00 | $1,200.00 |

**This registration is valid for one year from the date of registration. The owner is required to renew the registration annually (based upon the initial registration date), as long as the building remains vacant property and shall pay a registration or renewal fee in the amount prescribed by Borough Council.**