



**VACANT & ABANDONED STRUCTURE REGISTRATION
AND/OR INSPECTION REQUEST**
CITY OF LIVONIA – BUILDING INSPECTION
33000 CIVIC CENTER DRIVE
LIVONIA, MI 48154
(734) 466-2580



ALL FEES ARE NON-REFUNDABLE

Address of Abandoned/Vacant Structure	Lock Box Code	Date
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PROPERTY OWNERS

Name: _____ Birthdate: _____

Mailing Address: _____

Telephone(s): _____

Driver's License # _____ Copy Attached: Yes _____ No _____

Email address: _____

Name: _____ Birthdate: _____

Mailing Address: _____

Telephone(s): _____

Driver's License # _____ Copy Attached: Yes _____ No _____

Attach Additional Sheets As Needed

REPRESENTATIVE OR LOCAL AGENT AUTHORIZED BY OWNER

Name: _____

Mailing Address: _____

Telephone(s): _____

Driver's License # _____ Copy Attached: Yes: _____ No: _____

Email address: _____

REASON FOR VACANCY: _____

ESTIMATED LENGTH OF TIME PROPERTY TO REMAIN VACANT: _____

PLANS FOR RESTORATION, REUSE OR REMOVAL: _____

TIMELINE AND WORK SCHEDULE ATTACHED TO BACK SIDE OF SHEET

IF ANY OF THE ABOVE INFORMATION CHANGES, THE OWNER SHALL FILE AN AMENDED FORM WITHIN SEVEN (7) DAYS OF ANY CHANGE.

TIMELINE AND WORK SCHEDULE PLAN: _____

ANY OTHER PERTINENT INFORMATION: _____

Attach additional sheets as needed.

Administration fee for registering is currently \$45.00.

The monthly administrative fee of \$45.00, payable to the City of Livonia, shall be received by the City on or before the seventh (7th) day of each month following the month registered, or a late fee of \$23.

shall be due and payable. A postmark does not constitute receipt date. Mail payments to: City of Livonia Inspection – Vacant Buildings, 33000 Civic Center Dr, Livonia, MI 48154. Include the structure address on your payment, so it may be properly recorded and credited.

SPECIAL INSPECTION

Residential Property: Minimum Fee is \$400 for special inspections from Building, Plumbing, Mechanical, Electrical, and Zoning. The minimum fee will cover up to one hour of time for each inspector, which includes paperwork and travel time one way. Normal-residential inspections will be one hour or less. Any overage is charged at \$50 per each half hour or fraction thereof, per inspector.

Scheduled Date: _____

Non-Residential (Commercial) Property: Minimum fee is \$700 for special inspections from Building, Plumbing, Mechanical, Electrical, and Zoning. The minimum fee will cover up to one hour of time for each inspector, which includes paperwork and travel time one way. Any overage is charged at \$50 per each half hour or fraction thereof, per inspector.

Scheduled Date: _____

We cannot set exact times due to the changing nature of these inspections. Our inspections normally are conducted between 9:30am and 4:00pm normal business days. Provide safe access to all structures on property. Please allow two (2) business days for the preparation of the inspection report.

Reinspection fees of \$45 per inspector will be charged each time for missed appointments or failure to provide access on the scheduled date.

All work noted to be completed during the inspections shall be completed in a timely fashion. Additional permits may be required for work to be done or that has been done without permits.

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Property may not be occupied until all the designated conditions determined with Ordinance 2844 have been met and a re-occupancy certificate has been issued. The certificate for the re-occupancy is \$20.00 and any monies owed to the City of Livonia must be paid prior to issuance.

Owner/Responsible Party Signature: _____ **Date:** _____