

## VACANT BUILDING OWNER REQUIREMENTS

If a building in the City of Chicago is vacant for more than 30 days, the owner must:

1. **SECURE** all openings to prevent unlawful entry.
  - Openings with secure doors and windows, without broken or cracked glass, may be left as-is so long as they remain secure and in good condition.
  - Plywood may be used only during the first six months the building is vacant.
  - After six months, all plywood must be removed and the openings filled with new secure doors and windows, filled with the same material as the surrounding wall (bricked up), or secured with commercial-grade metal security panels.
  - If a property has repeated break-ins, a 24/7 monitored alarm system is required.
2. **INSURE** the property. Liability insurance with the following coverage is required:
  - \$300,000 minimum coverage is required for residential structures.
  - \$1,000,000 minimum coverage is required for commercial structures.
  - Lack of required insurance does not prevent registration.
3. **REGISTER** the vacant building on the Department of Buildings web site.
  - A registration fee (\$30-\$100) is required at the time of initial registration.
  - Each registration lasts for 6 months. The registration must be renewed every six months until deregistered. A \$30 fee must be paid for each renewal.
4. **POST** a sign in a prominent location on the building, visible from the nearest street.
  - The sign must include the name, address, and telephone number of the current owner (or the agent for the owner) and the vacant building registration number.
5. **MAINTAIN** the property and visit regularly to verify the property is clean and secure.
  - Keep the lot clean. Maintain fences and gates. Cut the grass, remove weeds, garbage, debris, dead trees and fallen limbs. In winter, shovel any accumulated snow to allow public use of the adjacent sidewalk and keep the property free from pests such as rats and other rodents. Bait the property as necessary.
  - Maintain foundations, basements, exterior walls, exterior windows and doors, roofs, gutters, downspouts, chimneys, flues, outside stairs, steps, decks, porches, and balconies. Keep exit areas continuously lit from dusk to dawn.
  - Keep the building interior free from junk, debris, trash, rodents, and pests. Maintain or winterize plumbing and heating systems. Maintain the foundation, floors, walls, stairs, and ceilings. Exit doors should be secured with an internal deadbolt lock. Maintain interior stairs in a safe, usable condition.

### ONLINE VACANT BUILDING REGISTRATION:

<https://ipiweb.cityofchicago.org/VBR/>