

REQUIREMENTS FOR VACANT STOREFRONT OWNERS

If an occupied building in the City of Chicago contains one or more storefront that is vacant for more than 30 days, the owner must:

1. **SECURE** all openings to prevent unlawful entry.
 - Exterior 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 storefront is vacant.
 - After six months, exterior openings must be provided with new or repaired doors and windows 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. Insurance providing the following minimum coverage is required:
 - At least \$1,000,000 commercial general liability coverage per occurrence for bodily injury, personal injury, and property damage.
3. **REGISTER** the building on the Department of Buildings web site.
 - A registration fee (\$100-\$250) 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 \$100 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 registration number.
5. **MAINTAIN** the entire property and visit regularly to confirm the vacant storefront is 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 storefront 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.
 - Remove or cover up exterior signage for businesses that are no longer operating at the property, if applicable.

FOR MORE INFORMATION AND TO REGISTER:

<http://www.chicago.gov/vacant/>