



BUILDING DEPARTMENT

YEARLY REGISTRATION for NON-OWNER OCCUPIED and VACANT RESIDENTIAL USE PROPERTIES

This is **ONLY for** Non-Owner Occupied and Vacant **residential use properties** in the City of Canton.

This **does NOT apply** to properties **outside the City of Canton.**

This **does NOT apply** to the one house/unit that is the **Owner's primary residence.**

In accordance with Section 1351.03 of the City of Canton Codified Ordinances, if you have a property in the City of Canton that is non-owner occupied or vacant, you are required to **register it yearly, beginning January 1,** with the Chief Building Official. Pursuant to Section 1351.03(j) of the Codified Ordinances of the City of Canton, the fees are the following:

1, 2, 3 Family structures regulated by the Residential Code of Ohio:	\$80 per unit in same structure
4-unit and above structures regulated by the Ohio Building Code:	\$80 per unit in same structure

*Failure to register any non-owner occupied property **by March 1, or within 30 days of obtaining ownership** will result in a fine in an amount that is double the registration fee per unit plus the registration per unit.*

Example: 1 Family structure = \$80 registration + \$160 FINE = \$240

Please complete the form on the other side of this sheet and return it with your payment to **Code Enforcement, 424 Market Avenue North, 3rd Floor, Canton, Ohio 44702-1564.** Please make check or money order payable to **City of Canton.** Credit cards are also accepted (credit card processing fee is the greater of \$2.00 or 3%). Please contact our office for details.

Do NOT send registration forms or payment to Utility Billing

When registering your properties, please provide a current e-mail address, telephone number and mailing address (if applicable, provide both residence and business information). This will enable us to contact and provide you with any information concerning your properties. Immediately notify the Chief Building Official of any change of contact information.

Vacant Properties: Properties are either occupied or vacant and are required to be registered each year or within 30 days of the change of status. After registering a property Vacant, the Owner shall still comply with all of the applicable regulations, including, but not limited to the following:

1. The interior of the building, to include any garage area, shall be clean and free of debris.
2. The grounds of the premises shall be kept free of weeds and debris and the grass shall be mowed during summer months and the public sidewalks free of snow and ice during the winter months.
3. No junk/abandoned vehicles or trailers shall be parked on the premises.
4. No Tires or Hazardous materials shall be abandoned on the premises.

If you should have any further questions, please contact the Canton Building Department





THE CITY OF CANTON

THOMAS M. BERNABEL, MAYOR

BUILDING DEPARTMENT

2019 NON-OWNER OCCUPIED and VACANT RESIDENTIAL USE PROPERTY REGISTRATION FORM

Registration of non-owner occupied and vacant properties in the City of Canton is **due yearly, January 1**. Failure to register **by March 1 or within 30 days of obtaining ownership** will result in a fine in an amount that is double the registration fee per unit plus the registration per unit – Canton Codified Ordinances 1351.03(j).

Please list addresses for the Structures below. Please indicate if the property is vacant or non-owner occupied.

Address of Structure & Units (list every unit's address for multi-unit structures)	Units per Structure \$80/Unit	Check One	
		Vacant	Non-Owner Occupied

Use additional copies of this form if needed. **Please submit ONE check/money order PER FORM**

Owner (required):

Manager (if applicable):

Name

Name

Address

Address

City, State, Zip

City, State, Zip

E-Mail Address

E-Mail Address

Phone

Phone

**Return form & payment to:
City of Canton Building Department
P.O. Box 72299
Cleveland, OH 44192-0002**

