



THE CITY OF CANTON

CANTON 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 and pursuant to Ordinance 181/2015 the following fees are to be:

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.*

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**. VISA and Mastercard are also accepted. Please contact our office at 330-430-7800 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. This will enable us to contact and provide you with any information concerning your properties.

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 cleaned up 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 cars shall be parked on the premises.
4. Provide current and accurate residence address and telephone number and if applicable, current and accurate business address and telephone number.
5. Immediately notify the Chief Building Official of any change in current address or telephone information.

If you should have any further questions, please contact the Canton Building Department at 330-430-7800.



THE CITY OF CANTON

CANTON BUILDING DEPARTMENT NON-OWNER OCCUPIED AND VACANT 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		Check One	
	1, 2 or 3	4+	Vacant	Non-Owner Occupied
	\$80/Unit	\$80/Unit		

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
424 Market Avenue North, 3rd Floor
Canton Ohio 44702-1564
(330) 430-7800**