



City of Waukegan
Building and Code Compliance Department
100 N. Martin Luther King Jr. Avenue, Waukegan, IL 60085
847-599-2985

VACANT STRUCTURE REGISTRATION FORM

Dear Property Owner:

Pursuant to Ordinance 10-O- 24 of City of Waukegan, amending chapt. 6 of the Code of Ordinances, any structure which has been determined to be a “Vacant” must be registered with the City of Waukegan, 100 N. Martin Luther King Jr. Avenue, Waukegan, IL 60085.

Please complete the form, parts 1 and 2, submit \$250 registration fee with application. Application must be submitted within 10 days of knowledge that the property is vacant. Any and all changes to the information provided on this form shall be reported to the City of Waukegan, Building Department, within 10 days at the number listed above or by email at: tamara.booth@ci.waukegan.il.us.

Vacant Structure Address: _____

Type of Structure:

- Residential 1-2units
- Residential 3-11 units
- Residential 12-49 units

- Residential 50 units and above
- Commercial structures

Owner Information:

Name _____

Company Name _____

Address _____

City _____ ST _____ Zip _____

Daytime Number: _____

Emergency Number: _____

Email: _____

Other _____

Name _____

Company Name _____

Address _____

City _____ ST _____ Zip _____

Daytime Number: _____

Emergency Number: _____

Email: _____

By affixing my signature to this form, I understand that the City will not issue a Registration Certificate, required by City ordinance, until the required registration process is complete. I accept service by “Notice of Posting” on the property.

Signature

Date

Printed Name