

# CITY OF SANDUSKY



## REGISTRATION OF VACANT COMMERCIAL AND INDUSTRIAL BUILDINGS

STEPHEN RUCKER  
FIRE SAFETY INSPECTOR  
SANDUSKY FIRE DEPARTMENT

# CITY PROFILE



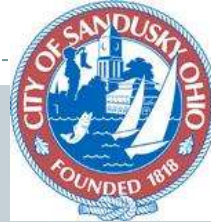
## STATISTICS

- **Founded 1818**
- **14.7 SQUARE MILES**
- **POP. 25,700 approx.**

## OCCUPANCY MAKE-UP

- **RESIDENTIAL**
  - RENTAL
  - OWNER-OCCUPIED
  - MULTI STORIED MULTI FAMILY DWELLINGS
- **COMMERCIAL**
  - MERCANTILE
  - BUSINESS
  - INDUSTRIAL/MANUFACTURING
  - COMMERCIAL AMUSEMENT

# Sandusky Registration Timeline



- **Conception**

- October, 2010

- **1<sup>st</sup> Draft**

- October, 2011

- **Final Draft**

- February, 2012

- **First Reading**

- March 12, 2012

- **Second Reading**

- March 26, 2012

- **Effective Date**

- April 30, 2012

- **Initial Mailing**

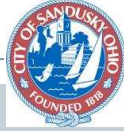
- May 2, 2012

# Codified Ordinance 1505



- This ordinance establishes a program for the identification, registration and inspection of vacant commercial and industrial buildings that present a potential hazard to the health, safety and welfare of the public.
- Through consistent identification, registration and inspection we also provide safe entry for police officers and firefighter in times of emergency.

# Property Research



- Began with the database of inspect able commercial properties.
- County Auditor Website
- County Recorder Website
- Ohio Secretary of State Website
- County Clerk of Courts
- County Probate Court
- County Treasurer Office

# Vacant Building Registration Form



FRONT

BACK




Sandusky Fire Department  
600 W. Market Street  
Sandusky, Ohio 44870  
419-627-5822  
www.ci.sandusky.oh.us

Registration No.

**Commercial / Industrial  
Vacant Building Registration**

Property Address:	Parcel Identification Number:
<b>Owner or Owner's Representative</b> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ (local)	
<b>Lien Holders or others with legal interest</b> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ (local)	
<b>Local Agent or Management Company</b> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ (local)	
Certificate of Liability Insurance <input type="checkbox"/> Reason for Vacancy: _____	
Property Became Vacant on: _____ Expected Date of Occupancy: _____ Sheriff Sale Date: _____	
Registration Sub-Type: <input type="checkbox"/> Vacant Building Registration <input type="checkbox"/> Annual Registration Renewal <input type="checkbox"/> 30 Day Pending Registration <input type="checkbox"/> Privileged Registration	
Property Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other	
General Information: The Permit Fee is due at the time of registration. Vacant Building Inspections shall be booked through the office of Fire Prevention at 419-627-5822. Applications and fees must be received in person or certified mail. No faxes or airmail will be accepted.	
<b>Permit Fee Schedule</b>	
Minimum Permit Fee	Permit Fee Total
\$400	\$ _____



Sandusky Fire Department  
600 W. Market Street  
Sandusky, Ohio 44870  
419-627-5822  
www.ci.sandusky.oh.us

Registration No.

**Commercial / Industrial  
Vacant Building Plan**

Property Address: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_

The owner or person in control of the vacant commercial or industrial property shall submit a Vacant Building Plan that shall be approved by the Plan Chief and City Engineer or his/her designee.

**Property Status**

- Property is to be demolished by: \_\_\_\_\_
- Property is being renovated
  - Applications for all required permits will be submitted by: \_\_\_\_\_
  - All Permits have been issued
- Property is secured against unauthorized entry
  - Keys Entry System is installed
  - Vacant Property has been identified with hazard signs

**Purpose:** The vacant building ordinance and registration is a mechanism to protect neighborhoods from health and safety hazards through the lack of adequate maintenance and security in vacant buildings.

**Acknowledgement of Responsibility:** It is the total responsibility of the owner and/or responsible party to obtain information in complete and accurate fashion to complete this application. The City of Sandusky Vacant Building Ordinance requires the Council/Responsible Party to meet all city codes and conditions of the approved property plan.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY USE ONLY**

Vacant Building Registration Completed  Vacant Building Inspection Completed

Name: \_\_\_\_\_

City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

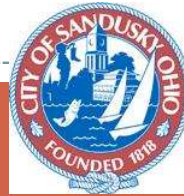
Plan Chief: \_\_\_\_\_ Date: \_\_\_\_\_

# Registration Process



- Initially 115 registration packages went out certified.
- Ideally the forms are returned with a completed form, appropriate fees, and proof of insurance.
- Contact then would be made with the owner or agent to establish a date for a physical inspection of the property.
- Typically this inspection would be done our task force comprised of 1. Fire Inspector 2. Code Enforcement 3. Law Enforcement 4. Engineer Representative 5. Community Development.
- Each department would deliver an inspection report to the owner or agent with a timeframe to remedy any violations.
- A key entry system (KNOX) would be ordered and installed.
- Violations cleared, property monitored for new violations

# Building Evaluation Form



FRONT

BACK

Building Marking:  **Vacant/Abandoned Building Evaluation Form** Date: / /

Address: \_\_\_\_\_  
 Property Name: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_

Assessor mark off the following questions about the building. Select multiple options, if necessary, unless specified. Circle a single number of the location and report your observations in a brief notation.

**Access/Egress**  
 Secure  Open/unsecured  Signs of recent entry

**Active Utilities** (Make entry points for each active utility on sketch)  
 No  Yes. If Yes:  Gas  Electricity  Oil  Water

**Building Use** (The original use of the building and how it was last used)

**Building Construction**  
 Number of Floors: \_\_\_\_\_ Basements:  Yes  Sub-Basement  Multi-Sub-Levels  
 Exterior Walls  Brick/Block  Curtain Wall  Wood  Metal Tie Rods (see)

Openings in Exterior Walls  Many  Few  Windowless  
 (Windows, Doors, etc.)

Structural Members  Steel  Concrete  Wood  Mixed (Describe)

Truss Construction  Roof  Floors

Exposed Structural Members  Yes  No  
 (Beams, Girders, Columns & Trusses)

Ceiling Type  None  Suspended  Metal  Sheetrock/Plaster  Wood

**Condition of Interior Walls and Floors** (Quality of compartments)  
 Good  Deteriorating  Multiple penetrations that would allow fire spread  Walls  Floors

**Condition of Roof**  
 Good  Some instability/deterioration  Major deterioration

**General Condition of Structure**  
 Good  Minor structural instability  Major deterioration of structural elements

**Non-Retardant Systems**  
 Operational Fire Alarm System  Yes  No  
 Operational Sprinkler System  Yes  No  System off, but located & supplied through FD connection  
 (Where open, pressure showing on gauges)  
 Operational Standpipe System  Yes  No  
 Fire Department Connection  Yes  No  
 (If Yes, note location on sketch)

**DRAFT**

**Fuel Package (Fuel Load)**  
 Quantity  Numerous  Moderate  Limited  
 Distribution  Concentrated  Spread out

Housekeeping  Good  Poor  
 Interior Finish  Combustible  Non-combustible  Mixed (Describe)  
 Room Size  Large  Moderate  Small  
 Potential for a delay in FD notification  High  Medium  Low

**Location** (From location on sketch)  
 Location  A side  B side  C side  D side  
 Separation ft: \_\_\_\_\_  
 Occupied (Y/N): \_\_\_\_\_

**Access/Egress/Obstructions**  
 Hazards in Building  Holes in Floors  Missing Stairs  Open Stairwells  
 Building Access  4 sides  3 sides  2 Sides  Limited  
 Interior Layout  Complicated  Normal - Walls/Partitions  Open  
 Water Supply:  Adequate  Inadequate (Note Location on Sketch)

Hazardous materials located on the site  Yes  None Observed  
 (If Yes, describe in sketch)

Conditions that require immediate correction  Yes  No  
 (If Yes, describe in sketch)

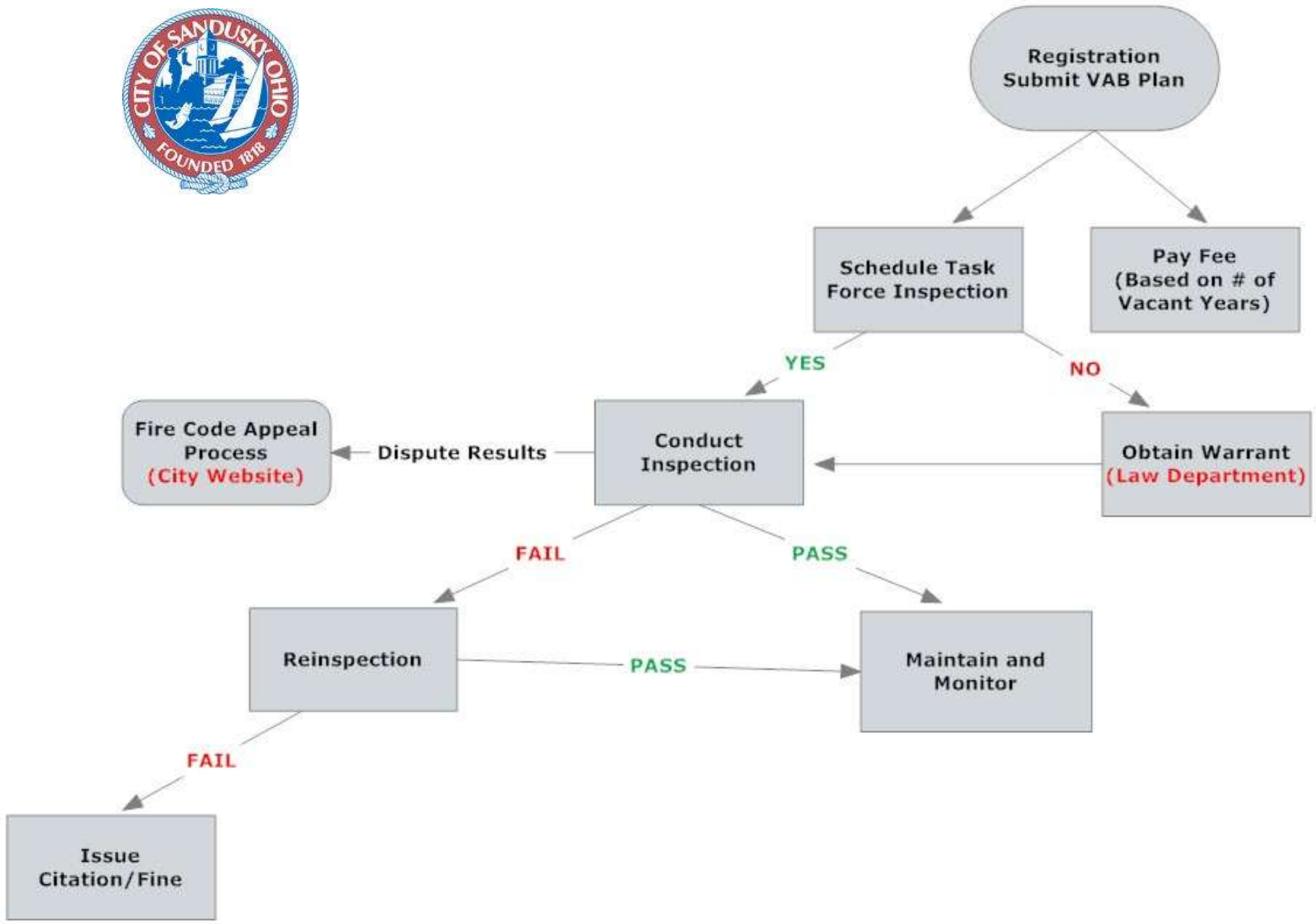
**Analysis of the building** (provide your analysis of the building)  
 Potential for an exposure fire extension to another building  
 Potential for a flash-room fire on arrival of fire due to occupancy  
 Potential for structural collapse early in the development  
 Potential for the fire to become hot or trapped during development

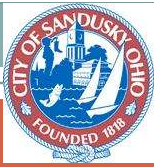
**Remarks:**

Inspected by: \_\_\_\_\_ Rating Schedule for: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

**Sandusky Fire Department**  
 800 W. Market Street  
 Sandusky, Ohio 44870







## PROACTIVE VS. REACTIVE

The difference between preparing for an occurrence or situation opposed to leaving things to chance, could be the difference between life and death.

Traditionally legislation is developed based on our reaction to an occurrence and our desire to prevent repetition.



# Lessons Learned



- **\*Communication between city departments is vital**
- Provides a united front with clear knowledge of the PROCESS!
- **\*Be vigilant property transfers happen without full disclosure.**
- This could lead to loss of revenue, and duplication of work.
- **\*Believe in your program this life safety tool will have a positive rippling effect on your community!**