



Village of Morton Grove

Department of Building and Inspectional Services

Telephone 847 / 470-5214 Fax 847 / 663-6185

UNOCCUPIED BUILDING NOTIFICATION

PLEASE PRINT

Unoccupied Building Information:

Address: _____ Date Building Became Unoccupied: _____

Description of Property: _____

Reason for Building being Unoccupied: _____

Owner information (where you can be contacted):

Name: _____

Address: _____
Street City State Zip

Phone Number: () _____ Email: _____

If the property owner is not an individual, please also attach the following:

1. The address, phone number and email of the Resident Agent.
2. The address, phone number and email of the Registered Office.
3. The addresses of the Officers and Directors.

Information for a local or emergency contact :

Name: _____

Address: _____
Street City State Zip

Phone Number: () _____ Email: _____

The exteriors of all premises shall at all times be maintained in compliance with this Code. Weeds and grass shall be maintained at a maximum height of 6".

All automatic fire sprinkler systems, alternative automatic fire extinguishing systems, standpipe systems, and fire alarm and detection systems, including monitoring by R.E.D. Center or a central station approved by the Fire Chief shall be maintained and remain in service.

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1. An amended Registration form shall be filed within fifteen (15) days of any change in the information provided herein, regardless of type of information.
 2. Registration of an unoccupied building does not exonerate the owner from compliance with all applicable Codes and Ordinances, nor does it preclude any of the action the Village is authorized to take pursuant to Section 10-5A-4 or elsewhere in the Village Code.

Signature

Date

Printed Name of Owner or Authorized Representative: _____

Title: _____