



**Code Enforcement Bureau**  
14050 Olympic Drive  
Clearlake, CA 95422  
(707) 994-8251 x309  
www.clearlake.ca.us

## VACANT COMMERCIAL BUILDING REGISTRATION CHECKLIST

Please complete this checklist before submitting your Vacant Building Registration packet. It will help to ensure that the packet is fully completed with required additional documentation included.

### SUBJECT PROPERTY FORMS AND ATTACHMENTS

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_ APN#: \_\_\_\_\_

Registration of a vacant commercial building is required within ten (10) days after a building has been vacant for thirty (30) consecutive days. Whenever an enforcement official believes a building has not been registered as required, upon service of written notice to register, the property owner shall complete the registration within fourteen (14) days or file an appeal with the Code Enforcement Bureau.

- Complete Registration Form
- Post Required Signage on Building
- Proof of Liability Insurance
- Architectural Drawings, or if unavailable, then a sketch of the building floor plan.
- Completed Inspection Form
  - Attach required photos

#### Reminders:

- Inspections must be completed monthly and the inspection form submitted to Code Enforcement within 10 days.  
*Note: After at least three months of inspections and no violations, you may petition for less frequent inspections.*
- Registration must be renewed annually on July 1. The renewal fee is \$250.

### FEES

All registrations must include a check or money order for the required Registration Fee. Cash and credit card are accepted at the Police Department lobby.



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## VACANT COMMERCIAL BUILDING REGISTRATION FORM

**Instructions:** Complete all relevant fields in this registration form. Return the registration form with required attachments and payment to: **Code Enforcement Bureau, Clearlake Police Department, 14050 Olympic Drive, CA 95422.**

### VACANT BUILDING INFORMATION

Registration Type:

Initial       Renewal

#### SUBJECT PROPERTY

Address:	Assessor's Parcel Number:
Last Date of Occupancy:	Total Square Footage:

### REGISTRANT INFORMATION

#### OWNED BY INDIVIDUAL(S)

Name (First, Middle, Last):		
Mailing Address:		
City:	State:	Zip Code:
Primary Phone:	Secondary Phone:	E-mail Address:

#### SECOND OWNER

Name (First, Middle, Last):		
Mailing Address:		
City:	State:	Zip Code:
Primary Phone:	Secondary Phone:	E-mail Address:

[ ] : If additional owners, attach sheet with above information for each additional owner.

#### OWNED BY CORPORATION, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY, TRUST, ESTATE, OR OTHER LEGAL ENTITY

Name of Entity:	Corporation/LLC #:	
Mailing Address:		
City:	State:	Zip Code:
Primary Phone:	Secondary Phone:	E-mail Address:

#### NAME OF REGISTERED AGENT/TRUSTEE/REPRESENTATIVE:

Name (First, Middle, Last):		
Mailing Address:		
City:	State:	Zip Code:
Primary Phone:	Secondary Phone:	E-mail Address:

[ ] : If additional owners, attach sheet with above information for each additional owner.

### DESIGNATED RESPONSIBLE PARTY

The person or firm who shall be responsible for conducting periodic inspections of the premises, maintaining the exterior free of blight and in compliance with all provisions of the Clearlake Municipal Code, securing the building against unauthorized entry and responding immediately to contact from emergency responders and the public. This information shall be updated within forty-eight (48) hours of any material change in contact information.

Name (First, Middle, Last or Business Name):

Physical Address:

City:

State:

Zip Code:

Primary Phone (24 hrs.):

Secondary Phone:

E-mail Address:

### SECURITY AGAINST UNAUTHORIZED ENTRY

Any vacant building subject to registration shall be made secure from trespassers in the following manner:

- a. All doors and windows of the building shall be in good, working condition and locked.
- b. All broken doors and windows shall be replaced or shall be covered in a manner acceptable to the Enforcement Official.
- c. The Enforcement Official, in their discretion, may require securing the property with steel panels, or having all windows and doors installed and a working theft-prevention system with an active account with a third-party security company, or any other reasonable measures to prevent trespassers.
- d. The Enforcement Official, in his or her discretion, may require the building to have lighting at entrances and exits from dusk until dawn. All entrance/exit lighting must be installed with automatic timers in accordance with any applicable city codes.

Describe how the property has been secured against unauthorized entry.

Security Alarm System ?

Yes  No

Exterior Security Lighting?

Yes  No

Broken Windows or Doors ?

Yes (See below)  No

### Boarding Permit Required

No person shall erect, install, place or maintain boards over the doors, windows or other openings of any commercial building or otherwise secure such openings by a means other than the conventional method used in the original construction and design of the building or structure without first applying for and, within 10 days of application, completing all steps necessary to the issuance of a boarding permit and thereafter having a valid and current boarding permit. Boarding shall comply with Clearlake Municipal Code §9-5.11.

### SIGNAGE REQUIRED

The property owner shall post and maintain a sign that provides the current name and phone number of the owner or agent responsible for the inspection and maintenance of the property. If a notice of default or foreclosure has been recorded for the property, the lender's name, address and telephone number must also be provided. Signage shall be no smaller than 8 ½ by 11 inches, constructed of and printed with, or contained in, weather-resistant materials. The posting shall be placed in a window adjacent to the entry door or attached to the exterior door. The sign shall be computer printed black lettering on a white background, Arial (or similar), font size 36pt or larger and shall read, "TO REPORT PROBLEMS OR CONCERNS WITH THIS BUILDING PLEASE CALL: NAME OF OWNER/AGENT 24 Hour Contact #: PhoneNumber". A template is available at <http://clearlake.ca.us/160/Code-Enforcement>

### Signage Example

TO REPORT PROBLEMS OR CONCERNS  
WITH THIS BUILDING PLEASE CALL:

**ACME PROPERTY  
MANAGEMENT**

24 Hour Contact #:  
**(707) 555-1212**

Required Sign Posted

Yes  No

Location of Sign(s)

### MAINTENANCE AND INSPECTIONS REQUIRED

The property owner of a vacant building subject to registration shall perform **monthly** inspections of the building and property to ensure compliance with this section and this Code. Such inspections shall continue until the subject property is no longer subject to the registration requirement and becomes legally occupied. The property owner shall submit evidence of the required inspections to the Department within ten (10) days of the inspection date. The required evidence shall include photographs of the property along with a completed inspection form, provided by the Department. The failure to submit an evidence of inspection shall be a separate offense for each day past the due date the evidence of inspection has not been submitted.

**STATEMENT OF INTENT**

What is the expected period of vacancy?

Identify the measures that will be taken to maintain the property while it is vacant.

Describe any plans for the property and timelines, including to rehabilitate, sell or demolish the property.

**REQUIRED ATTACHMENTS**

- A certificate of insurance for each vacant property shall be provided to the city with the initial vacant building registration form, with subsequent renewal applications whenever an insurance policy has expired or when there is a change of insurance carrier. All insurance policies for vacant property shall require notice to the City in the event of cancellation of insurance or a reduction in coverage. The minimum coverage amount shall be \$1,000,000 of general liability coverage. The city manager may adjust or waive the coverage amount if less insurance coverage in an amount less than the minimum coverage amount is sufficient to protect the public health, safety, and welfare.
- A complete floor plan of the property for use by first responders in the event of a fire or other catastrophic event. A sketch may be submitted if architectural drawings are unavailable.

**REGISTRATION FEE**

A check or money order must be submitted with this application. **Please make checks payable to City of Clearlake.** Cash and credit cards are accepted at the Police Department lobby.

Total Registration Fee	\$100 + \$12.50 X ____ whole months until July 1 = \$ _____
	Renewal \$250

**SIGNATURE**

The undersigned hereby attests to the above information as accurate. Any falsification may result in the denial or revocation of registration for a vacant building.

\_\_\_\_\_  
Signature of Owner or Registered Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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**PROPERTY INSPECTION REPORT**  
**VACANT COMMERCIAL BUILDING PROGRAM**

Registration Type:

Initial       Monthly – Month: \_\_\_\_\_       Quarterly – Period: \_\_\_\_\_

**SUBJECT PROPERTY**

Address: \_\_\_\_\_ Date/Time of Inspection: \_\_\_\_\_

**INSPECTOR**

Name (First, Middle, Last): \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

**GENERAL**

Vacant Signage (9-5.4 CMC):  Yes  No      Electric Service:  Yes  No      Water Service:  Yes  No      Alarm System:  Burglar  Fire

Remarks: \_\_\_\_\_

**EXTERIOR**

Boarded Windows or Doors: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
All Doors in Good, Working Condition & Locked: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
All Windows in Good, Working Condition & Locked: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Functional Lighting at Building Entrances/Exits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Landscaping and Plant Material in Good Condition: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Landscaping/Plants	Remarks:
Building Paint and Finish in Good Condition: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Graffiti on Premises or Building(s): <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Trash, Litter or Debris: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Overgrown or Hazardous Vegetation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Unsecured Electrical Panel or Related Hazard: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Deteriorated Parking Surfaces/Driveways (10-1.6 bb CMC): <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:

Storage of Vehicles or Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Any Other Public Nuisance (10-1.6 CMC) <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
General Description of Premises and Exterior of Building:	
<b>INTERIOR</b>	
Accumulation of Rubbish or Garbage: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Broken Windows or Other Faulty Weather Protection: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Ceiling, Flooring and Wall Coverings Satisfactory Cond.: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Electrical Hazards: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Fire Suppression System Working: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Present	Remarks:
In Disrepair/Not Structurally Sound: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Plumbing Hazards: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Smoke Alarms Working? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Present	Remarks:
Storage of Chemicals: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Storage of Flammable Materials: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Surfaces Maintained in a Clean, Sanitary Manner: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Water Leaks/Standing Water: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
General Description of Interior of Building:	
<b>REQUIRED PHOTOS</b>	

- Exterior Premise:** Photos of the subject property, including parking areas, driveways and landscaping.
- Building Exterior:** Photos of all sides of the subject building.
- Required Signage:** Photo showing required posted vacant building signage.
- Building Interior:** Photos showing interior of building with close-up photos of any hazards identified.

**AFFIDAVIT OF INSPECTION**

The undersigned hereby attests to the above information as accurate as of the date of the inspection. Any falsification may result in the denial or revocation of registration for a vacant building as well as disqualification from conducting other vacant commercial building inspections as part of the registration program.

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Submit completed form to:**  
Code Enforcement Bureau  
Clearlake Police Department  
14050 Olympic Dr.  
Clearlake, CA 94542