



Vacant/ Unoccupied Building Registration

15440 SOUTH CENTRAL AVENUE, OAK FOREST, ILLINOIS 60452-2195
 708.444.4846 ▪ FAX 708.687.1179 ▪ WWW.OAK-FOREST.ORG

*Return Completed Applications to Building Department or email to
 clarson@oak-forest.org or mpeters@oak-forest.org*

VACANT BUILDING INFORMATION	
ADDRESS	PIN# _____ 0000
OWNER INFORMATION	
OWNER'S NAME	PHONE
ADDRESS	
LEGAL INFORMATION (If applicable)	
ATTORNEY'S NAME	
CASE NO.	PHONE
ADDRESS	
OWNER CONSENT INFORMATION	
1. This person will be responsible for accepting any notices on behalf of the owner regarding the services and procedures of the Vacant Building and Registry Regulations Ordinance No. 2008-07-01930. 2. This person must be at least 21 years of age, and reside in Cook County.	
NAME	PHONE
ADDRESS (PO Box Not Acceptable)	

*I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application.
 I further certify that I have read and examined this application and know the same to be true and correct.
 I also consent to the service of notices from the City of Oak Forest by posting on the building.*

Applicant Signature _____ Date _____

Building Official _____ Date _____

REQUIRED FEE (THE REQUIRED FEE MUST BE PAYED IN FULL AT THE TIME OF THE SUBMITTAL)	
REGISTRATION/ INSPECTION FEE	\$700.00
PAYMENT RECEIVED DATE:	PAYMENT RECEIVED BY:

- Please reference the attached Ordinance No. 2008-07-019300 for additional registration submittal requirements and restrictions.
- The vacant/ unoccupied property registration must be renewed each year, and pay the required two hundred dollar (\$200.00) annual fee.
- The vacant/ unoccupied property must undergo a code compliance inspection (\$500.00) fee.
- An amended registration must be filed within fifteen (15) days of any change in information contained in the annual registration. A new registration is required for any change in ownership.

**FAILING TO REGISTER A PROPERTY OR SCHEDULE A CODE COMPLIANCE INSPECTION
 MAY RESULT IN CITATIONS OF UP TO \$750 DAILY.**