

# Town of Rumford

## Vacant Building Registration Permit

\*Vacant building property owners must provide their actual residential address, not just a post office box number. If the owner's official residence is not in Maine, nor does the owner reside in Maine, there MUST be a designated person listed as the Local Property Manager and Emergency Contact.

### I. Identification

**Building Address:** \_\_\_\_\_

**Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Type of Occupancy:** \_\_\_\_\_

**Owner(s) Name(s):** \_\_\_\_\_

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

**Physical Address:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Military Service (check one):** \_\_\_ Active \_\_\_ Inactive \_\_\_ N/A

**Authorized agent for Service Process:** \_\_\_\_\_

**Physical Address/City/State/Zip:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Property Manager:** \_\_\_\_\_

**Physical Address/City/State/Zip:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Emergency (Local) Contact Person:** \_\_\_\_\_

**Physical Address/City/State/Zip:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Bank/Lender/Lien Holder:** \_\_\_\_\_

**Physical Address/City/State/Zip:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**II. Main Use of Building** (i.e, Single-family home, office, residential, parking, restaurant, etc.)

**Most recent use:** \_\_\_\_\_ **No. of dwelling units:** \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_ **No. of dwelling units:** \_\_\_\_\_

**III. Statement of Intent**

**Date of vacancy:** \_\_\_\_\_

**Approximate end date of vacancy:** \_\_\_\_\_

**Plan & timeline for lawful occupancy, rehabilitation, or removal or demolition see section v. (attach additional sheets if needed):**

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**Authorized Persons-** Please list all persons authorized to be present on the premises below and on the attached Trespass Notice. In addition, please sign the attached Trespass Notice, authorizing the arrest for trespass of individuals not on the list (attach additional sheets if necessary):

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**\*Note: Completion and submission of the attached notice of trespass form is required.**

**IV. FEE**

A fee, as established by the Board of Selectpersons in the Schedule of License, Permit and Application Fees, shall be charged semi-annually for a vacant building registration permit or interim permit. This fee shall be charged upon the renewal of such permits. A vacant building permit may only be issued after an owner has paid the permit fee through the Code Enforcement Office. The permit fee increases at two times the prior six-month fee for each additional six months the building continues as vacant regardless of the owner or issuance of a new permit (e.g., change of ownership), up to a maximum fee of \$3,000 every six months. If an owner has secured all the duly required permits to demolish the building or structure, no fee is required if the building or structure is in fact demolished within 60 days of becoming vacant; should this sixty-day period expire, the fee becomes due immediately. In the event that the cost of all materials, staff time and other expenses of the Town is greater than the above permit fee, then those costs shall become the permit fee due and payable to obtain a permit for the applicable six-month period.

[Amended 6-8-2021 by Ord. No. 2021-02; 6-14-2022 by Ord. No. 2022-01; 11-7-2023 by Ord. No. 2023-07]

**V. Demolition**

The town requires you to have all the required state and local permits to demolish the building or structure. Demolition must occur within 180 days of securing the permits; this waiver is void and the full permit fee is owed if the demolition does not occur within this time.

Please provide a copy of each demolition permit or provide the following information: The permitting authority (i.e. building), permit number, date issued, expiration date, and all conditions for each demolition permit you have secured.

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**VI. Applicant Signature**

Please sign below:

I/We, \_\_\_\_\_, do hereby swear and certify that the information provided in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

# Request for Trespass Notice And List of Authorized Property Users For Vacant Building Property

PROPERTY: \_\_\_\_\_

OWNERS: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED USERS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I request the Rumford Police Department to serve a Notice Against Trespass and make arrest as necessary for any person not on the above list for the subject property.

Issued by (Owner or agent Duly Authorized):

\_\_\_\_\_  
Owner/Agent Printed Name

\_\_\_\_\_  
Owner/Agent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Owner/Agent:** Please submit this form to the Town of Rumford Code Enforcement Office. This form will be delivered to the Rumford Police Department upon receipt. A copy will be kept on file in the Code Enforcement Office.

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