



Vacant Building Registration Checklist

City of Oskaloosa - Development Services
220 South Market Street, Oskaloosa, IA 52577
Phone: 641.673.9431 – Fax: 641.

Per the Oskaloosa Municipal Code Chapter 15.34, all vacant buildings are required to be registered with the City of Oskaloosa Development Services Department. Registration is to be completed annually. By the code a vacant building shall be deemed to be vacant if it is unoccupied and/or no person currently resides in the building or operates a lawful business open regularly for business.

Use the following checklists as a simplified summary of items that will be inspected during the inspection process. This document should be understood as general guidance to the Vacant Building Registration Program and should not be construed as legally binding code. More information can be found in the Oskaloosa Municipal Code 15.34.

ADMINISTRATIVE COMPLIANCE:

- Complete and return vacant building registration form to the Development Services Department at 220 South Market Street, Oskaloosa IA, 52577. One form is needed for each vacant building.

Completed registration forms should include the following:

- Property information
 - Contact information for all property owners
 - Owner's Representative/Emergency contact information
 - Status of utilities
 - Proposed plans for the property and corresponding timeline for action
 - Proof of insurance (COI)
 - Release of Information (**optional**)
 - Disclaimer signature
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- Submit payment of registration fees to the Development Serviced Department at City Hall. Registration fees are \$100.00 per building.
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EXTERIOR AREAS/STRUCTURE:

- All building openings shall be weathertight and secure.
 - All waste, debris, rubbish, and garbage shall be removed from the exterior of the property.
 - The roof and flashings shall be sound and tight.
 - The building shall be maintained in good repair and structurally sound.
 - The structural members shall be free of deterioration.
 - The foundation walls shall be maintained in a structurally sound and sanitary condition, and shall be free from open cracks and breaks, free from leaks, and resistant to vermin.
 - The exterior walls shall be free of holes, breaks and loose or rotting materials. Exposed metal, wood, or other surfaces shall be protected from the elements.
 - Decorative features shall be safe, anchored, and in good repair. Exposed metal, wood or other surfaces shall be protected from the elements.
 - Overhanging extensions such as balconies, canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts, and similar features shall be in good repair, anchored, safe, and sound. Exposed metal, wood, or other surfaces shall be protected from the elements.
 - Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof shall be of sufficient strength or stability.
 - Chimneys, cooling towers, smokestacks, and similar appurtenances shall be structurally safe and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements.
 - Public walkways shall be in good repair and safe for pedestrian travel. Snow and ice shall be completely removed.
 - Accessory buildings and structures shall be free from safety, health, and fire hazards.
 - The surrounding premises shall be clean, safe, sanitary, free from waste, rubbish garbage, excessive vegetation and shall not be used for exterior storage unless specifically authorized by Title 17 and shall not pose a threat to public health, welfare, or safety.
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