



City of Circleville

Department of Public Service  
City Administration Building  
104 East Franklin Street  
Circleville, OH 43113  
740-477-8224  
www.circlevilleoh.gov

Exemption #: \_\_\_\_\_

Date: \_\_\_\_\_

## Vacant Building Exemption

All vacant residential, commercial and industrial structures must register with the City of Circleville Department of Public Service in accordance with Chapter 1337 of the Circleville Codified Ordinances. Please complete this form to request exemption.

Vacant Structure Street Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Exemption:

- Damage to the Building: substantial damage, by fire, vandalism, natural disaster, or act of God; provided clean up, repair or demolition is **initiated within 90 days** from the date of the fire or other damaging event.
- For Sale: owner, or the estate of a deceased owner, is actively attempting to sell the property; **provided the sale price is at or below fair market value** of the property according to a Certified General Appraiser. This exemption shall be good for a period of **12 months** from the start of the vacancy, provided that the owner, or the estate of a deceased owner, submits proof of such listing and for sale status.
- For Rent/Lease: owner, or the estate of a deceased owner, is actively attempting to rent or lease the property at fair market value provided the advertisement for rental/lease is published in a newspaper of general circulation or other commonly used media outlet for such listings.
- Construction: building is under active construction, reconstruction or renovation and has a valid building permit(s) at the time of initial inspection shall be **exempt until the expiration of the longest running, currently active building permit.**

List of attachments providing proof of the selected reason for exemption: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Do not fill below line -----

Approved  Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: