

Instructions & Procedures for Submitting a Vacant Building Permit Application

- 1. Complete and submit the attached Vacant Building Permit application and non-refundable fee (\$100.00 for residential properties and \$360.00 for commercial properties)
- 2. The Vacant Building Permit will be issued over the counter upon receipt of a completed Vacant Building Permit application and fee. The Permit shall be finalized upon completion of the following:

◆ Schedule an inspection of the property within thirty (30) days of the application. If an inspection is not conducted within thirty (30) days, follow-up and enforcement will be conducted according to the Department's Policies and Procedures.

♦ Repair all interior safety violations and correct all noted exterior code violations (weather permitting) per the time frame provided in the Order to Repair and maintain the exterior of the building per Chapter 38 of the Village Code of Ordinances.

3. A yearly renewal of your Vacant Building Permit with applicable fee is required within thirty (30) days of the permit expiration and property inspection.



FOR OFFICE USE ONLY		
Date		
Permit #		
Needs Approval		

Fee'd_____

APPLICATION FOR VACANT BUILDING PERMIT

This document must be legible or will be returned.

Building Address_____

SECTION 1 – OWNERSHIP:				
Ownership Type (Check one): Individual N	Aarital Prope	erty 🗆 Partnership (Fill out Section 2	A)
 Corporation Limited Partnership Limited Liability Company Limited Liability Partnership Unincorporated Nonprofit Association (Fill out Section 2B) 				
□ Estate □Trust (Fill out Section 2C)				
SECTION 2 – OWNERSHIP INFORMATION –	- Fill out ap	propriate section:		
SECTION 2 A – Individual Owner, Marital P	roperty, Pa	artnership:		
Owner 1:		Owner 2:		
First Name	_MI	First Name		MI
Last Name		Last Name		
Street Address		Street Address		
CityZip		City		Zip
Home Phone ()		Home Phone ()	
Business Phone()		Business Phone()	
Email Address		Email Address		
Date of Birth:///////		Date of Birth:	/	/
Month / Day / Year			Month / Day /	Year
Driver's License #		Driver's License #		
(ADDITIONAL OWNERS SHOULD BE LISTED ON A SEPARATE SHEET OF PAPER WITH THEIR DATES OF BIRTH, ADDRESSES, PHONE NUMBERS, AND DRIVERS' LICENSE NUMBERS)				
Building Manager:				
First Name				
Street Address				
Home Phone # () Cell Phone # ()				
Business Phone # ()				

SECTION 2 B – Corporations, Limited Partnerships, Unincorporated Nonprof	=	ed Liability Com	panies, Limite	ed Liability
Name of Corporation, LP, LLC, LLP, Unincor	p. Nonprofit Assoc.	Wisc. Dept. of F	inancial Institu	itions Entity I.D. #
Business Phone # ()				
Registered Agent:				
First Name	MI Last	Name		
Street Address	City		_State	Zip
(Address as recorded with the State file)				
Phone ()	Driver's Lic	ense #		
Building Manager:				
First Name	MI Last	Name		
Street Address	City		State	Zip
Home Phone # ()	Cell Phor	ne# ()		
Business Phone # ()	Driver's Lic	ense #		
SECTION 2 C – Estates or Trusts (All ad	ditional trustoos sk	all be listed on	a conarato si	poet)
			a separate si	leet.j
Name of Estate, Trust, or Other		Phone()	
First Name	MI	Last Name		
(of Trustee or Personal Representative)				
Street Address	City		State_	Zip
Driver's License #				
Building Manager:				
Company Name (if applicable)				
First Name	MI	Last Name		
Street Address	City		State_	Zip
Home Phone # ()	C	ell Phone # ()	
Business Phone # ()		(Direct Line)		
Driver's License #				
	_			
(ADDITIONAL TRUSTEES OR PERSONAL RE	PRESENTATIVES ANI	D ALL INFORMAT	ION AS REQUI	RED IN SECTION 2C
SHOULD BE LISTED ON A SEPARATE SHEET	OF PAPER)			

SECTION 3 -	BUILDING	DISPOSITION:
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Disposition of this building (please check one):

- ____ I plan to rehabilitate this building commencing:_____
- ____ I plan to demolish (wreck and remove) this building by:_____
- ____ I plan to rent this building by:_____
 - ___ I plan to sell this building by:_____
- ____ Other:_____

SECTION 4 – GENERAL PROPERTY MAINTENANCE REQUIREMENTS:

> Property maintained in orderly and sanitary state (i.e., free from debris)

- > Lawn maintained at a maximum height of twelve inches (12")
- > Public sidewalk free from snow (within 24 hours of snowfall)
- ➤ All buildings maintained and secured

> Property maintained to be free from graffiti and vandalism (remediated in a timely manner)

SECTION 5 – SIGNATURES:

The undersigned hereby attests to the above information being an accurate record of ownership and management of the affected building and acknowledges that he or she is aware of the requirements of Chapter 38 of the Village Code of Ordinances for the Village of Ruidoso (copy attached hereto).

Owner 1 Signature	Date
Please Print Name	

Owner 2 Signature	Date
Please Print Name	

Title (of the person authorized to sign, if signing in other than your individual capacity)

Office use only:

The Village of Ruidoso charges a fee of \$360.00 for commercial properties and \$100.00 for residential properties to cover the administrative and inspections costs of the permit

Permit fee: \$_____

Please complete and return this form to:

Village of Ruidoso Community Development Department 313 Cree Meadows Dr. Ruidoso, NM 88345