



**APPLICATION FOR
VACANT BUILDING
PERMIT COVER SHEET**

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.

SECTION 2 B – Corporations, Limited Partnerships, Limited Liability Companies, Limited Liability Partnerships, Unincorporated Nonprofit Associations:

Name of Corporation, LP, LLC, LLP, Unincorp. Nonprofit Assoc. Wisc. Dept. of Financial Institutions 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 License # _____

Building Manager:

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Home Phone # (_____)_____ Cell Phone# (_____)_____

Business Phone # (_____)_____ Driver's License # _____

SECTION 2 C – Estates or Trusts (All additional trustees shall be listed on a separate sheet.)

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 # (_____)_____ Cell Phone # (_____)_____

Business Phone # (_____)_____ (Direct Line)

Driver's License # _____

(ADDITIONAL TRUSTEES OR PERSONAL REPRESENTATIVES AND ALL INFORMATION AS REQUIRED IN SECTION 2C SHOULD BE LISTED ON A SEPARATE SHEET OF PAPER)

SECTION 3 – BUILDING DISPOSITION:

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