



# Richmond Vacant Building Registration

Department of Planning & Development Review, Vacant Building Registry  
900 East Broad Street, Room G12  
Richmond, Virginia 23219  
Office: (804) 646-6398

<https://www.rva.gov/planning-development-review/property-maintenance-code-enforcement>

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

Length of Vacancy: Year \_\_\_\_\_ Month(s) \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Organization Type:    LLC    Trust    Non-Profit    Individual

Other: \_\_\_\_\_

## Owner Contact Information

Last: \_\_\_\_\_ MI: \_\_\_\_\_ First: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Agent Contact Information (if different than owner)

Last: \_\_\_\_\_ MI: \_\_\_\_\_ First: \_\_\_\_\_

Agent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Registration Requirements

A building that has been continuously vacant for 12 months and meets the definition of “derelict” as found in the Code of Virginia §15.2-907.1 must be registered. Registration requires the completion of this form and submission of the \$100.00 annual fee. Failure to register shall result in a two hundred dollar (\$200.00) civil penalty or in a two hundred fifty dollar (\$250.00) civil penalty if the property is located in a conservation or redevelopment area or in a designated blighted area. Upon re-occupancy, the owner shall notify the Department of Planning and Development Review in writing.

Please make all checks payable to: **City of Richmond**

Check Number: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Owner/Agent Signature: \_\_\_\_\_