



THE CITY OF  
*Zanesville*

401 Market Street • Zanesville, Ohio 43701  
Phone (740) 455-0646 • Fax (740) 455-0642  
E-mail • [buildingcode@coz.org](mailto:buildingcode@coz.org)

Council-Mayor Government  
Howard Butch Zwelling, Mayor

Department of Public Safety  
Division of Building and Code Enforcement

**ANNUAL VACANT PROPERTY REGISTRATION**

The owner or owners of any vacant building or property subject to foreclosure shall file a registration statement for each such building with the Division of Building and Code Enforcement on forms provided for such purposes. Any such registration statement shall be deemed prima facie proof of the statements therein contained in any administrative enforcement proceeding or court proceeding instituted by the City against the owner or owners of the building. The owner or owners of any vacant building who fail to file a registration statement for each such building with the Division of Building and Code Enforcement within thirty (30) days of this notice shall be subject to a \$50.00 per day penalty with a maximum penalty of \$1000.00.

**Property Address:** \_\_\_\_\_

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

Address: (No PO Boxes) \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Mailing Address (If different from above)**

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

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

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

**Mortgage Holder:**

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

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

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Local Agent or Property Manager REQUIRED (Must reside in Muskingum County)**

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

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

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

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

E-Mail: \_\_\_\_\_

**Property Information:**

**Condition of Structure:** \_\_\_\_\_

**Condition of Premises:** \_\_\_\_\_

**Structure Secure:** \_\_\_\_\_ **Boarded:** \_\_\_\_\_

**Property will be:** Sold \_\_\_ Rented \_\_\_ Repaired \_\_\_ Demolished \_\_\_

**Please send registration form with registration fee of \$100.00 attached, payable to the City of Zanesville and mail to City of Zanesville Attn. Code Enforcement 401 Market Street Zanesville OH 43701.**

**Signature of Owner:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **(Registration must be renewed annually)**

For Office Use Only.

Property Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Violations: Yes \_\_\_ No \_\_\_ Notification sent: Yes \_\_\_ No \_\_\_

Registration Fee Waived. \_\_\_\_\_

Assessments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date