

Vacant Building Maintenance License (VBML) and Suspension of Fees

General Information on the VBM License

1. Property Maintenance Code Enforcement Division issues orders to keep building vacant and apply for a VBM License.
2. The applicant must apply for VBM License within 30 days of the order.
3. The applicant pays the license fee for the VBM License*
4. The applicant must maintain General Liability Insurance for property.
5. After the VBM License is paid and issued – the building must be brought into VBML maintenance standards within 60 days of application date.

***If the owner receives an order to obtain a VBML, and the fees or maintenance requirements would create a hardship and the owner has a viable development plan, the owner may file a petition to obtain relief from the VBML fees that range from \$900 to \$3500.**

General Information on the VBML Suspension of Fees Process

1. The applicant must apply for the VBML suspension
2. The applicant pays the fee
3. The applicant is required to submit the insurance verification and include details for the development plan as indicated on the petition form
4. Please refer to FAQ's for further information

VBML PETITION FREQUENTLY ASKED QUESTIONS

Q- What is a VBML petition?

A. A VBML Petition is a process that can be used to obtain relief VBML fees that range from \$900 to \$3500. The owner may file a petition if the owner receives an order to obtain a VBML, and the fees or maintenance requirements would create a hardship and the owner has a viable development plan. The applicant must complete the petition form prescribed and provide two copies of the petition and pay the fee to be considered. An owner may request a suspension of the VBML requirement for up to two years while the building is rehabbed.

Q. How do I file a petition?

A. The applicant must complete the petition form prescribed and provide two copies of the petition and pay the fee to be considered. The petition is filed at 805 Central Avenue, Suite 500, the permit center.

Q. How much does it cost to file a petition?

A. Refer to the Fee Schedule on the website.

Q. Where do I get the petition form?

A. The petition form is available on the Buildings & Inspections website for downloading. Fill out the form and the insurance verification and include the details for the development plan as indicated on the form. Two copies of the petition must be filed for review.

Q. Can anyone file a petition?

A. Any owner who receives an order to vacate or keep a building vacant who has a development plan for the building may file. However, if the violation is subject to a civil or criminal proceeding, the proceeding must be concluded before filing.

Q. How long does it take to get an answer?

A. The Director will issue an answer within 30 days of receipt of the petition.

Q. Can I appeal the Director's decision about my petition?

A. If you do not agree with the Director's determination you may appeal to the Board of Housing Appeals within 30 days of the date of the decision.

PETITION FOR VBML SUSPENSION



(A SUSPENSION OF THE APPLICATION FEE MAY BE REVOKED AND THE FEE IMMEDIATELY DUE AND PAYABLE IF ANY CONDITION UPON WHICH THE WAIVER IS GRANTED IS UNMET. THIS WAIVER APPLICATION DOES NOT SET ASIDE OR CANCEL THE OWNER OBLIGATION TO OBTAIN INSURANCE AND CAUSE THE BUILDING TO BE FREE OF SAFETY HAZARDS SECTION 1101-77 Cincinnati Municipal Code)

ADDRESS OF PROPERTY _____

DATE APPLIED _____ Case # _____ (attach the violation notice)

WAIVER: TIME REQUESTED _____ (MAX 24 Months) OTHER RELIEF REQUESTED _____

DEVELOPMENT PLAN:

1.) Describe the scope of the work necessary to prepare the building for re-occupancy and/or describe the full development plan (attach additional sheets, specifications or drawings)

2.) What is the estimated total cost of the development \$ _____

ITEMIZED COST ESTIMATES:

(Attach detailed cost estimates showing labor, material and itemization of work and total costs for each general category below.)

PLUMBING \$ _____ HVAC \$ _____ ELECTRICAL \$ _____

EXTERIOR REPAIRS \$ _____ STRUCTURAL AND SITE WORK \$ _____

INTERIOR RENOVATION \$ _____ ESTIMATED PERMIT FEES \$ _____

FINANCING PLAN:

3.) FINANCING SECURED: \$ _____ (A copy of a financing commitment must be attached for this project.)

4.) NAME OF LENDER (S):

5.) OTHER CAPITAL, DOWNPAYMENTS, OR MEANS OF FINANCING THE DEVELOPMENT:

\$ _____ (Proof of the existence and availability of all funds must accompany this application.)

(Continued)

BENCHMARKS:

The work and tasks described below will be completed in the following timeframe:

1. Within 90 Days of the beginning of the waiver period or by ___/___/___ Work to be completed:

2. By the halfway mark of the waiver period or by ___/___/___ Work to be completed:

INSURANCE: General Liability Insurance declaration page must be attached- \$300,000, for residential buildings and 1,000,000, for commercial buildings.

The undersigned owner or duly authorized agent hereby certifies that all statements and attachments herein are true and accurate to the best of their knowledge and belief. The undersigned further certifies that he/she is the owner or duly authorized agent and person in control and responsible for the building and the development.

OWNER/AGENT _____ DATE _____

PRINTED NAME _____ PHONE _____

ADDRESS _____ (Not a Post Office Box)

CITY / STATE _____ ZIP CODE _____

Total number of pages of this application including attachments: _____

IMPORTANT- Contact the inspector assigned within 10 days of filing to arrange an inspection. The inspector contact information is in the violation notice that is the subject of this petition.

Failure to timely obtain an inspection, incomplete, or inaccurate petitions must be rejected.

FOR DEPARTMENTAL USE ONLY Based upon B&I Staff review of this application (initial as indicated):

1.) The building in it's present condition (Meets _____) (Does not Meet _____) the preservation standards for the issuance of a Vacant Building Maintenance License.

2.) The scope of work described in this application (Will _____) (Will not _____) be sufficient to substantially cause the building up to conform to minimum re-occupancy standards.

3.) Is the property subject of an active criminal or civil legal proceeding? (Yes _____ No _____)

Inspector Assigned: _____ Supervisor _____

VBML –INSURANCE CONFIRMATION FORM



The Cincinnati Building Code (CBC) Section 1101-77.1 Obligations of Owners and Persons in Control of Vacated Buildings, requires general liability insurance. The insurance must be maintained as long as the building is vacated and of the type, limits, to meet the requirements of the code sections shown below:

- a.) **Due date to obtain coverage-** The required insurance must be obtained within 30 days of the date of the order of vacation of the building.
- b.) **Coverage amount for residential buildings-** Buildings with less than four dwelling units of apartments must maintain a minimum liability policy of \$300,000
- c.) **Coverage amount for commercial buildings-** Buildings with four or more dwelling units or apartments and all other commercial buildings such as factories, storage, and industrial buildings etc. must maintain a minimum liability policy of \$1,000,000
- d.) **Notice of Cancellation-** The policy must contain a provision that the insurance provider must notify the Director of Buildings & Inspections of any lapse or change in the coverage for as long as the building is under a vacate order.
- e.) **Type of Policy-** The required coverage is general liability. The ordinance does not require an owner to maintain fire/casualty insurance coverage.

“1101-77 General: The owner or person in control of a building ordered in whole or in part vacated or kept vacant by the director of buildings and inspections shall acquire or otherwise maintain general liability insurance in an amount of not less than \$300,000 for buildings designed primarily for use as residential units, including buildings containing no more than four dwelling units; and not less than \$1,000,000 for any other building, including, but not limited to, buildings designed for manufacturing, industrial, storage, or commercial uses, including buildings containing five or more dwelling units. Any insurance policy acquired after an order to vacate or keep the building vacant shall provide for written notice to the director of buildings and inspections within 30 days of any lapse, cancellation, or change in coverage. Upon request, the owner or person in control shall provide evidence of the insurance to the director of buildings and inspections. The owner or person in control of a building ordered in whole or in part vacated or kept vacant by the director of buildings and inspections shall not be required to obtain or otherwise maintain fire/casualty insurance.”

1101-77.2 Time For Compliance: An owner or person in control subject to § 1101-77.1 CBC shall apply for a vacated building maintenance license and obtain liability insurance in the amount required by § 1101-77.1 within 30 days from the date of issuance of the initial order to vacate the building or portion thereof.

The undersigned owner or person in control of the property has reviewed the requirements of the Cincinnati Building Code (CBC) regarding the obligation to obtain insurance. The undersigned attests that there is in effect, or will be in effect within the time required by Section 1101-77.2 CBC, an insurance policy that complies with the minimum liability insurance requirements set forth in Section 1101-77 CBC).

Address of Vacated Building _____

Signed _____ Date _____

Print Name _____