

Town of Horseheads Code Enforcement
Vacant and At- Risk Property Registration

Pursuant to the Code of the Town of Horseheads Chapter 191- Vacant and At-Risk Property Registration and Remediation. Please complete and return within 30 days.

Property Information

Name on tax rolls: _____

Address: _____ Tax Map Id# _____

Property Description: _____

Property Type: _____ Single Family _____ Multi- Family _____ Commercial

Utilities: **Water** on _____ off _____ **Gas** on _____ off _____ **Electric** on _____ off _____

Winterized yes _____ no _____ Sprinklers Operational yes _____ no _____ N/A _____

Property insured yes _____ no _____ By _____

Property Owner- If property is held by corporation or partnership entity, please list the corporate or partnership name, address and principal of the corporation or partnership entity

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email : _____

Lien Holders Information- Please list all liens which have attached to property. Attach separate sheet if more space is required.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Contact Person: _____

Property Manager/ Emergency Contact

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Is Property for Sale Yes _____ No _____

Listing Agent: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Signature of owner(s)

Name: _____ Name: _____ Date: _____

Vacant and At- Risk Registration- Directions

Property Description- Provide requested information

Property Owner- Provide the information for the owners or owners of record or a mortgage in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of premises. Address must include street address, post office box not acceptable. Provide home or business phone number.

Lien Holder- The names and addresses of all know Lienholders (lenders) with a mortgage affecting property. Address must include street address, post office box not acceptable.

Property Manager/Contact Person- Name and address of responsible party for maintenance of property. Address must include street address, post office box not acceptable. Provide phone number that can be reached during business and non- business hours.

Real Estate Agency- If listed for sale, provide requested information for Real Estate Broker.

Signature- All owners must sign

Copies of the Code of the Town of Horseheads can be found at www.townofhorseheads.org

Properties are classified as low, medium or high risk properties. An Annual Registration Fee will be charged on properties classified as medium and high risk once property is classified.

Please complete the registration form, sign and deliver or mail this form to:

Town of Horseheads Code Enforcement
150 Wygant Road
Horseheads, NY 14845
607-739-7605

Office Use Only

This property is classified as Low____ Medium____ High____ Risk property

Annual Registration Fee \$_____ Payable on receipt

Date received_____ Fee Received_____ Control # _____

By:_____

New York State Fire Prevention and Building Code

§F311

VACANT PREMISES

§F311.1 General. Temporarily unoccupied buildings, structures, premises or portions thereof, including tenant spaces, shall be safeguarded and maintained in accordance with this section

§F311.1.1 Reserved.

§F311.1.2 Tenant spaces. Storage and lease plans required by this code shall be revised and updated to reflect temporary or partial vacancies.

§F311.2 Safeguarding vacant premises. Temporarily unoccupied buildings, structures, premises or portions thereof shall be secured and protected in accordance with this section.

§F311.2.1 Security. Exterior openings and interior openings accessible to other tenants or unauthorized persons shall be boarded, locked, blocked or otherwise protected to prevent entry by unauthorized individuals.

§F311.2.2 Fire protection. Fire alarm, sprinkler and standpipe systems shall be maintained in an operable condition at all times.

Exceptions:

1. When the premises have been cleared of all combustible materials and debris and, in the opinion of the code enforcement official, the type of construction, fire separation distance and security of the premises do not create a fire hazard. A notice that such equipment is disabled shall be posted on the building in a location as directed by the code enforcement official, and shall be provided to the fire department. See §F901.7 of this code.
2. Where buildings will not be heated and fire protection systems will be exposed to freezing temperatures, fire alarm and sprinkler

systems are permitted to be placed out of service and standpipes are permitted to be maintained as dry systems (without an automatic water supply) provided the building has no contents or storage, and windows, doors and other openings are secured to prohibit entry by unauthorized persons.

§F311.2.3 Fire separation. Fire-resistance-rated partitions, fire barriers, and fire walls separating vacant tenant spaces from the remainder of the building shall be maintained. Openings, joints, and penetrations in fire-resistance-rated assemblies shall be protected in accordance with Chapter F7.

§F311.3 Removal of combustibles. Persons owning, or in charge or control of, a vacant building or portion thereof, shall remove therefrom all accumulations of combustible materials, flammable or combustible waste or rubbish and shall securely lock or otherwise secure doors, windows and other openings to prevent entry by unauthorized persons. The premises shall be maintained clear of waste or hazardous materials.

Exceptions:

1. Buildings or portions of buildings undergoing additions, alterations, repairs, or change of occupancy in accordance with the Building Code of New York State, where waste is controlled and removed as required by §F304.
2. Seasonally occupied buildings.

§F311.4 Removal of hazardous materials. Persons owning or having charge or control of a vacant building containing hazardous materials regulated by Chapter F27 shall comply with the facility closure requirements of §F2701.6.

§PM107
UNSAFE STRUCTURES AND EQUIPMENT

§PM107.1 General. When a structure or equipment is found to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

§PM107.1.1 Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

§PM107.1.2 Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

§PM107.1.3 Structure unfit for human occupancy. A structure is unfit for human occupancy whenever such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

§PM107.1.4 Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

§PM107.2 Vacant structures. Vacant structures shall comply with §F311.1

through §F311.4 of the Fire Code of New York State.

§PM107.3 Notice. Whenever a structure or equipment has been condemned under the provisions of this section, a notice shall be posted in a conspicuous place in or about the structure affected by such notice. If the notice pertains to equipment, it shall also be placed on the condemned equipment.

§PM107.4 Prohibited occupancy. No person shall occupy a placarded premises or shall operate placarded equipment.

§PM107.5 Placard removal. The placard shall be removed whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated.