

Steps for completing and submitting a fillable form.

1. To complete the form online
 - a. Open the form you wish to submit
 - b. Complete the required fields (highlighted in red)
 - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
 - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.

2. To complete the form manually
 - a. Download the form you wish to submit
 - b. Complete the required fields (highlighted in red). ***All required fields must be completed to process the form.***
 - c. Sign the form.
 - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.

3. Once all steps have been completed successfully, the appropriate permit/license will be emailed/mailed to the address provided.

CITY HALL
106 DORMAN STREET
HARRINGTON, DE 19952



302-398-3530 PHONE
302-398-4477 FAX
HARRINGTONDELAWARE.GOV

Where Delaware Comes Together

Vacant Building Registration Application

Property Owners Name:

Property Location:

Map/Parcel Number:

Mailing Address:

Phone Number:

Property Owner Signature:

I am requesting the structure as stated above be considered for the vacant building registration. It is the responsibility of the property owner to notify the City if the status changes or the building is occupied. I understand I am subject to the following:

- Annual Inspection Fee (Chapter 180 Fees)
- Annual Registration Fee (Chapter 180 Fees)
- Utility Billings for Registered Vacant Buildings (Chapter 399 Payment for Utility Services)
- Water turn on/off, nonemergency fee (Chapter 180 Fees)
- Vacant Building Regulations (Chapter 108 Vacant Buildings)

It is understood that if I do not meet all of the requirements as stated in Chapter 108 Vacant Buildings, I will not be eligible for a vacant building exemption and will be subject to the Yearly Vacant Building Fee as stated in Chapter 180 Fees. The City Code Enforcement Officer will continue to monitor the structure on a monthly basis.

STAFF INPUT ONLY

City Utility Account #

City Tax Account #

Utility Disconnection Date: _____ by _____

Inactive Utility Account Date: _____ by _____

Revised 8/24/20