



**Development Services Department**  
10 1<sup>st</sup> Street NW | Mason City, Iowa 50401 | (641) 421-3620  
**VACANT BUILDING REGISTRATION**  
**VACANT BUILDING PLAN**

All vacant commercial and industrial buildings must register with the City of Mason City Development Services Department in accordance with the Vacant Building Registration Ordinance (Title 2, Chapter 10, Article K of the City Code) within 120 days of the building becoming vacant. Complete this form for each vacant property address.

**Vacant Building Address**

\_\_\_\_\_, Mason City, Iowa 50401

I hereby submit a plan for (*check one*): ☐ Demolition ☐ Secured Structure ☐ Rehabilitation  
(skip to the section that corresponds to your chosen plan; leave the rest blank)

**I. DEMOLITION.** If the vacant commercial or industrial building is to be demolished, the Vacant Building Plan shall include a proposed time frame for demolition, which shall not exceed nine (9) months in duration.

Expected/Anticipated Date for Demolition: \_\_\_\_\_

Demolition Contractor: \_\_\_\_\_

Have you or your contractor applied for a demolition permit? ☐ Yes ☐ No

Contact the Building Inspections Division for permit requirements, (641) 421-3620

**II. SECURED STRUCTURE.** If the vacant commercial or industrial building is expected to remain vacant, the owner/agent shall provide the following to the City (attach separately):

**OFFICE USE ONLY**

	<b>REQ'D</b>	<b>PROV'D</b>
a. A plan for fire alarm and fire protection, if required by the Fire Marshal.	<input type="checkbox"/>	<input type="checkbox"/>
b. A plan of action to remedy any public nuisance existing in the building or on the property, within 30 days of permit issuance.	<input type="checkbox"/>	<input type="checkbox"/>
c. A lighting plan for the exterior of the building and property, walkways adjacent thereto, parking or loading areas, and nighttime illumination of areas and walkways of the building and property that may be vulnerable to vandalism or vagrancy, including a regular maintenance plan for all exterior lighting and illumination fixtures.	<input type="checkbox"/>	<input type="checkbox"/>

		<b>OFFICE USE ONLY</b>	
		<b>REQ'D</b>	<b>PROV'D</b>
d.	A plan to secure the building:		
i.	For vacant commercial and mixed use buildings on land designated on the official zoning map in the Z5, Central Business District, windows, doors with glazing, and other openings located on the first floor and facing a street shall not be papered, soaped, boarded, or otherwise made opaque. To avoid the appearance of vacancy, first floor display windows shall have installed a form of display. Windows located above the first floor, or windows not facing a street or parking area or visible from a street or parking area, may be boarded or otherwise made opaque.	<input type="checkbox"/>	<input type="checkbox"/>
ii.	For buildings in any other zoning district, all doors, windows, areaways, and other openings shall be weathertight and secured against entry by birds, vermin, and trespassers.	<input type="checkbox"/>	<input type="checkbox"/>
e.	A plan to maintain the vacant commercial or industrial building and property in compliance with the Vacant Building Maintenance Standards set forth in section 10-2K-4 of this article.	<input type="checkbox"/>	<input type="checkbox"/>

**III. REHABILITATION.** If the owner of the vacant building intends to return it to lawful occupancy or function, the Vacant Building Plan shall include a rehabilitation time frame for the building and property, which shall not exceed 12 months.

A valid building permit, or a written waiver from the Chief Building Official that a permit is not required, shall be obtained within 3 months of the issuance of the Vacant Building Permit. The Chief Building Official may grant an extension of time upon receipt of a written statement from the owner detailing any unavoidable delays causing the need for the extension. The rehabilitation shall conform to all applicable laws and the owner shall obtain all required permits. The owner shall keep the building secured and in compliance with the Vacant Building Maintenance Standards

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**VACANT BUILDING MAINTENANCE STANDARDS:** All buildings or structures subject to the application shall be adequately protected from intrusion by trespassers and pests, and from deterioration by the weather. The building must also comply with the approved Vacant Building Plan and the following Vacant Building Maintenance Standards:

1. **Building Openings.** Except for downtown buildings in the Z5, Central Business zoning district, all doors, windows, areaways, and other openings shall be weathertight and secured against entry by birds, vermin, and trespassers.
2. **Downtown Buildings.**
  - a. Any alteration to a vacant building located in the Z5, Central Business District as

zoned in Title 12 of the city code, shall be subject to the requirements of Section 12-13-6 of the city code.

- b. For vacant commercial and mixed use buildings on land designated on the official zoning map in the Z5, Central Business District, windows, doors with glazing, and other openings located on the first floor and facing a street shall not be papered, soaped, boarded, or otherwise made opaque. To avoid the appearance of vacancy, first floor display windows shall have installed a form of display. Windows located above the first floor, or windows not facing a street or parking area or visible from a street or parking area, may be boarded or otherwise made opaque.
  - c. Required boarding or other obstruction of windows and doors on buildings subject to review by the Historic Preservation Commission shall not damage historic elements and shall be painted or otherwise finished in accordance with requirements or conditions imposed by the Historic Preservation Commission.
- 3. **Waste Removal.** All waste, debris, rubbish, and garbage shall be removed from the interior of the building or structure and surrounding premises, on an ongoing basis.
  - 4. **Roofs.** The roof and flashings shall be sound and tight, not admit moisture, or have defects that could admit moisture, rain, or roof draining, and shall allow for sufficient drainage to prevent dampness or deterioration in the interior of the building. Where present, parapets shall be structurally sound and kept in good repair.
  - 5. **Drainage.** The building storm drainage system shall be functional and installed in an approved manner, and shall allow discharge in an approved manner.
  - 6. **Building Structure.** The building shall be maintained in good repair and structurally sound. The building shall be maintained in a manner that does not pose a threat to the public health, safety, and welfare.
  - 7. **Structural Members.** The structural members shall be free of deterioration and capable of safely bearing imposed dead and live loads.
  - 8. **Foundation Walls.** The foundation walls shall be maintained structurally sound so as not to pose a threat to the public health, safety, and welfare. The foundation shall be capable of supporting the load that normal use places upon it, and shall be free from open cracks and breaks, free from leaks, and be secure from entry and infiltration by vermin.
  - 9. **Exterior Walls.** The exterior walls shall be free of holes, breaks, and loose or rotting materials. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint, stain, or similar surface treatment. Brick, stone, or other materials shall be maintained to be structurally secure.
  - 10. **Decorative Features and Appurtenances.** The cornices, belt courses, corbels, terra cotta trim, decorative metal façade, wall facings and similar decorative features and appurtenances shall be safe, anchored, and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather coating materials, such as paint, stain, or similar surface treatment.

11. **Overhanging Extensions.** All balconies, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes, exhaust ducts, and similar features shall be in good repair, anchored, safe and sound. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather coating materials, such as paint or similar surface treatment.
12. **Chimneys and Towers.** Chimneys, cooling towers, smokestacks and similar features shall be structurally safe and in good repair. Exposed metal, wood, brick, stone, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials.
13. **Walkways.** Public walkways shall be in good repair, shall be safe for pedestrian travel, and shall be free of snow and ice. Snow and ice removal shall be completed in accordance with title 5, chapter 1, article G of this city code.
14. **Accessory Building/Structures.** Accessory buildings or structures such as garages, sheds, and fences shall be free from safety, health and fire hazards, and shall be kept in good repair.
15. **Exterior Premises.** The surrounding premises upon which the structure or building is located shall be clean, safe, sanitary, free from waste, rubbish, garbage, excessive vegetation, and other nuisances; shall not be used for exterior storage; and shall not pose a threat to public health, welfare or safety.

Property Owner/Agent Name: \_\_\_\_\_

Owner/Agent Address: \_\_\_\_\_

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

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

Office Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_