VACANT BUILDING REGISTRY APPLICATION PACKAGE

Vacant Building Registry
Application Check List

☐ Complete Vacant Building Registry Application

☐ Certification of Insurance
- liability insurance of not less than $2 Million per occurrence.

☐ Report from a Professional Engineer registered in Ontario, concerning the structural sufficiency of the Vacant Building, or concerning any matter related to the Vacant Building, to the satisfaction of the Chief Building Official. The report shall be dated within one (1) year of the application date

☐ Required Fees:

Vacant Building Registry Fee:	350.00
Building Dept. Review Fee:	$300.00
By-law Dept. Inspection Fee:	$282.00
Fire Dept. Inspection Fee:	$570.50 + HST
Total Payable:	**$1,576.67**

☐ Cash ☐ Cheque ☐ Debit

Receipt Number _____

DATE RECEIVED STAMP

City of Welland
Planning & Development Services
By-law Enforcement Division
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 | **Fax:** 905-732-1919
Email: bylaw_enforc@welland.ca | www.welland.ca

VACANT BUILDING REGISTRY APPLICATION

Vacant Building Information		
Address/Location:		
City: Welland	Province: Ontario	Postal Code:
Type of Building: ☐ Residential	☐ Commercial	☐ Industrial
Former Business:		
Designated pursuant to the Ontario Heritage Act: ☐ Yes ☐ No		
Year of Construction:	Vacant since:	
Number of storeys above ground:	Partially Vacant: ☐ Yes ☐ No	
Basement: ☐ Yes ☐ No	Crawl Space: ☐ Yes ☐ No	

Utilities:

	Shut off by Utility		Shut off by Owner		
Hydro	☐ Yes	☐ No	☐ Yes	☐ No	☐ Unknown
Gas	☐ Yes	☐ No	☐ Yes	☐ No	☐ Unknown
Water	☐ Yes	☐ No	☐ Yes	☐ No	☐ Unknown

Fire Protection Systems:

	Currently Installed		Shut off by Owner		
Sprinkler System	☐ Yes	☐ No	☐ Yes	☐ No	☐ Unknown
Fire Alarm System	☐ Yes	☐ No	☐ Yes	☐ No	☐ Unknown
Fire Hose Cabinets	☐ Yes	☐ No	☐ Yes	☐ No	☐ Unknown
Fire Extinguishers	☐ Yes	☐ No	☐ Yes	☐ No	☐ Unknown
On-site Fire Hydrants	☐ Yes	☐ No	☐ Yes	☐ No	☐ Unknown

Applicant Information			
First Name:		Last Name:	
Applicant Address:			Unit No.:
City:	Province:		Postal Code:
Telephone Number:		Email:	
Registered Owner(s) of the Vacant Building:			
1	First Name:	Last Name:	
	Phone Number:	Email:	
2	First Name:	Last Name:	
	Phone Number:	Email:	
3	First Name:	Last Name:	
	Phone Number:	Email:	
4	First Name:	Last Name:	
	Phone Number:	Email:	
Person/Company Retained to Inspect/ Monitor Vacant Building			
First Name:		Last Name:	
Applicant Address:			Unit No.:
City:	Province:		Postal Code:
Phone Number:		Email:	
Inspection/ monitoring of the Vacant Building shall be no less than on a bi-weekly basis by a person or company familiar and qualified with matter pertaining to this By-law and shall provide date and time stamped photographic evidence of each inspection.			
Signature of Person or Company			
		DATE OF SIGNATURE	

Signature of Applicant
I, _____, the applicant, hereby acknowledge and certify that: • I have read and understand the City of Welland Vacant Building Registry By-law 2025-58; • The information contained in this application is true and complete to the best of my knowledge, and that failure to provide complete or accurate information may delay the registry process; • It is an offence under Section 11.11 to provide false or misleading information on this application or at any time hereafter to any person having authority for the enforcement or administration of the by-law and that the provision of false or misleading information may result in the prosecution and/ or penalties as set out in the by-law, or the refusal or revocation of the registration; • I understand that may take 2-3 weeks for this application to be processed; • I give permission for By-law Enforcement Officers, Fire Prevention Officers and Building Inspectors, to enter the Vacant Building for the purpose of inspecting for compliance with this By-law.

Signature of Applicant		DATE OF SIGNATURE

The personal information on this application is collected pursuant to the Municipal Act, 2001, the City of Welland Vacant Building Registry By-law 2025-58 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used in the administration and enforcement of the Vacant Building Registry By-law and other municipal building regulations. Questions about this collection can be directed to the City Clerk, City Hall, 60 East Main Street, Welland, ON, L3B 3X4, 905-735-1700

Bi-weekly Inspection/ Monitoring Checklist

- ☐ Vacant Building is Secured against unauthorized entry
- ☐ Vacant Building is free from garbage and debris
- ☐ Vacant Building is free from graffiti
- ☐ Vacant Building is free from tall grass/ weeds exceeding 15 cm in height
- ☐ Vacant Building is free from combustible materials

All date/ time stamped photographs can be sent to:

bylaw_enforc@welland.ca – max 30MB per email.