

What is It?

Vacant Structure Licensing Program Overview

This program is for structures that have been vacant for a continuous six (6) month period or more.

The **Vacant Structure Licensing Program** purpose is to promote and assure public safety, health and welfare, to prevent deterioration of Vacant Residential Structures, Vacant Non-Residential Structures and Vacant Non-Residential First Floor Space in the City of Hagerstown, to support property values, and to encourage responsible management and use of Vacant Structures and Spaces through licensing and inspections.

SAMPLE OF VACANT STRUCTURE INSPECTION CHECKLISTS

Exterior Checklist



Interior Checklist



How to Get Started?

- To get started **submit an application with application fee**. Once your application is reviewed you will be contacted to schedule an inspection to start the licensing process.
- Licenses are good for one year. We will send you a license renewal form each year before the anniversary date.

For the Vacant Structure License Application:

email your request to:

codecompliance@hagerstownmd.org

or pick-up at: 1 E. Franklin St., Hagerstown, MD

or find online in our Form Center:

hagerstownmd.org/FormCenter



APPLICATION



City of Hagerstown, Maryland
Department of Housing Community Development
1 East Franklin Street, Suite 300
Hagerstown, MD 21740
codecompliance@hagerstownmd.org
301-739-8577 x103 • www.hagerstownmd.org



VACANT STRUCTURE LICENSING PROGRAM

Preserving Property. Promoting Safety.
Supporting Neighborhoods.



Residential & Non-Residential Structures

Has your property been vacant for six months or more?

Read this brochure to find out more...

Find Out More

Frequently Asked Questions

Q: What properties need to be licensed?

Per the Code of the City of Hagerstown, Chapter 232, any non-residential structure that is vacant for a continuous six (6) month period; or a mixed-use structure located in the City Center Mixed-Use (CCMU) zoning district and having one or more vacant non-residential uses on the first floor.

Per the Code of the City of Hagerstown, Chapter 233, any residential structure, single or multi-unit, that has been completely vacant for a continuous six (6) month period; or is vacant with pending action to foreclose on a mortgage or deed of trust; or is vacant with blighted conditions; or has been placarded by the City as uninhabitable for 30 days, is deemed to be a vacant residential structure and must be licensed.

Q: Why is licensing required?

In order to ensure the safety of first responders and emergency personnel, as well as the health and safety of the general public and to support property values within the City, vacant structures within the corporate limits of the City of Hagerstown must be licensed and inspected annually.

Q: How long is the license valid?

Vacant non-residential and residential structure licenses are good for one year. We will send you a license renewal form each year before the anniversary date, as long as you own the structure and it remains vacant. Please contact our office if you sell the unit or it is no longer vacant by emailing codecompliance@hagerstownmd.org or calling 301-739-8577 ext. 103.

Q: What happens if I fail to register my vacant structure?

Any owner violating the provisions of this City Code shall be guilty of a municipal infraction and subject to a fine of up to \$500.00. Each day a structure is not in compliance with the code shall be deemed a separate and distinct violation.

Q: Are any vacant structures exempt from being licensed?

Yes. For the calculation of continuous six (6) month period required to satisfy the definition of Vacant Non-Residential or Vacant Residential Structure, the following period of time shall not be included:

- The one (1) year period immediately following the issuance of a Certificate of Occupancy for new construction.
- Any time period during which active work (two or more systems) is being legally performed pursuant to valid permit issued by the City.
- The six (6) month period immediately following the issuance of a Certificate of Occupancy for existing construction.
- The first year of vacancy of a non-blighted structure being marketed via a Maryland licensed real estate agent.
- For non-residential mixed-use structure with shell condition space located on the first floor in CCMU Zoning district.

Q: What is Active Work?

Active work is regularly ongoing modifications to bring a structure up to code and which involve two or more systems/permits, including but not limited to construction, enlarging, altering, moving, demolishing, erecting, installing, removing, converting or replacing any electrical, plumbing, or mechanical system. Active Work also includes modifications to the structure itself through an issued building permit.

Q: What is Shell Condition for Vacant Non-Residential Structures?

A mixed-use structure with a vacant non-residential use located on the first floor space compliant with the shell condition space standards policy adopted by the Mayor and City Council as amended time to time.

MORE DETAILS



Q: How often are inspections conducted?

The exterior will be inspected annually. The interior of a vacant structure will be inspected in accordance with the following schedule:

- Vacant Non-blighted Structures - At first renewal and annually thereafter
- Vacant Blighted Structures - At initial application and on an annual basis thereafter

Q: What is included in the inspection?

The exterior and interior of the vacant structure shall be inspected on an annual basis. The interior inspection is limited to the vacant portion(s) of the structure to assure compliance with all applicable property maintenance, fire and other City codes for unoccupied structures. The interior inspection will identify any life safety items (structural issues, missing stairs, open floors, live wires, blocked egress, etc.) in the event a first responder would have to enter the property for an emergency. The exterior will be checked to ensure that doors and windows of a vacant structure are securely closed to prevent unauthorized entry and that the owner maintains the structure enough to ensure there is minimal negative economic effect on the neighborhood. A complete checklist of items to be inspected is available from Department of Housing and Community Development.

VACANT STRUCTURE APPLICATION & RENEWAL FEES	Initial Application	1st Annual Application Renewal	2nd Annual Application Renewal	3rd Annual Application Renewal	4th & Each Subsequent Annual Application Renewal
NON - RESIDENTIAL					
Vacant Structure	\$250	\$500	\$1,000	\$1,000	\$1,000
Vacant First Floor Space	\$250	\$500	\$1,000	\$1,000	\$1,000
Vacant Blighted Structure	\$500	\$1,000	\$1,000	\$1,000	\$1,000
Vacant Blighted First Floor Space	\$500	\$1,000	\$1,000	\$1,000	\$1,000
RESIDENTIAL					
Vacant Structure	\$100	\$100	\$250	\$250	\$500
Vacant Blighted Structure	\$500	\$500	\$500	\$500	\$500

Q: How do I make vacant structure payments?

There are several ways to pay:

- Use the QR Code to pay online.
- Drop payment off with a copy of the application in the drop box located 32 N. Potomac St., Hagerstown, Maryland, by the drive through.
- Mail application and a check (payable to the City of Hagerstown): City of Hagerstown Department of Housing Community Development, 1 E. Franklin St., Suite 300, Hagerstown, Maryland 21740

PAY ONLINE



Still Have Questions?

Call us at: 301-739-8577 x103