



Vacant Building Requirements At-A-Glance

The following information is an overview of the vacant building ordinance and registration requirements. Please refer to Title 5, Chapter 1, Section 5-1-34 of the City of Dillon Code of Ordinances or contact Code Enforcement Department at (843)774-0040, extension 1014 or 1012.

1. **Register.** Register property vacant more than 30 days.
Please see city website for application form
(www.cityofdillonsc.us)

- a. **Fees.** Submit application with appropriate Vacant Building fees –
a) **annual registration fee** and b) **compliance inspection fee**.
Please refer to the table. Failure to register may result in
administrative penalties, civil penalties, and/or eminent domain
procedures pursuant to applicable state law.

Length of Vacancy	Property Type	Annual Compliance Inspection	Annual Registration	Total Fee
Up to 1 Year*	Commercial or Industrial	\$ 50.00	\$ 200.00	\$ 250.00
1 to 2 years	All types	\$ 50.00	\$ 500.00	\$ 550.00
3 years and Thereafter	All types	\$ 50.00	\$ 1,000.00	\$ 1,050.00

- b. **Property Plan.** If the property is in satisfactory condition, without ongoing security or maintenance problems, you may complete the property plan as part of the registration form at the time of registering. It is located on the registration application form (See Property Plan #5 herein for more information.)

2. Property Maintenance Verification Inspection. Call to schedule inspection of interior and exterior with access to all areas. Responsible party may meet with inspector and/or authorized City Officials on-site or provide lock box code.

- a. Exterior violations include items such as garbage, trash, junk, abandoned vehicles, unsecured structures, broken windows, screens missing, building or structure disrepair/defects (shingles missing, peeling paint, deteriorated siding, gutters/downspouts not functioning properly, broken fence), long grass/weeds, dead trees, brush piles, etc.

3. Imminent public health/safety violations.

Immediately correct any imminent public health and life safety violations such as garbage accumulation, junk vehicles, securing properties, or other immediate hazards to the public.

4. Posting registration permit. Post registration permit on the property in a location not readily visible from the street if possible.

5. Property plan. Unless already completed during the registration process, submit a property plan to the city within 30 days of registration. The Property Plan must state the current condition of property, plan for property (sell, rent, rehab, demolish, etc.). Any change in emergency contact, ownership, or condition of property must be reported to and approved by the city within 30 days. If the property is in acceptable condition, you may complete the property plan as part of the registration form at the time of registering. If the property has critical or ongoing issues, a more extensive property plan indicating long-term solutions to these issues will be required.

6. Maintain property. Maintain property in good condition with ongoing maintenance to include, but not limited to:

- Secure from pests or people
- Winterize property
- Remove hazardous materials, garbage, refuse or any other items left on proper
- Routine oversight
 - o Mowing
 - o Remove illegal dumping/trash
 - o Stop mail and newspaper delivery
- Please refer to ordinance for more information
- Vacant properties must maintain 6" or less in height for grass and weeds

Certain violations may be corrected by the city. The costs, including administrative fees, will be specially assessed to the property if unpaid.

7. Rental license. Apply for City Business License if the property will be rented out and the owner does not reside at property.

8. Correction of general health and life safety violations prior to re-occupancy. Any health and life safety violations must be corrected before the property may be re-occupied. These items and any outstanding orders must be disclosed to the buyer. The buyer may assume responsibility for correcting these items as well as other property maintenance code violations.

If the buyer assumes responsibility for making corrections, The buyer must contact the city for the inspection prior to moving into the property.

- 9. Final inspection.** An inspection is required to verify all outstanding health and life safety violations have been corrected, as well as any other code violations. Permits must be obtained as applicable and building inspections completed. Either the seller or buyer can make the necessary corrections and call for the final inspection pursuant to City of Dillon Code of Ordinances. If the buyer assumes responsibility for making corrections, the buyer must contact the city within 30 days to verify all corrections have been made.

Other codes or requirements may apply.

Please see the city website at www.CityofDillonsc.us for more information about city codes and the Vacant Commercial and Industrial Building Code of Ordinances.

City of Dillon Code Enforcement



401 West Main Street PO Drawer 431
Dillon, SC 29536
(843) 774-0040 Fax: (843) 774-0050
www.cityofdillon.sc.gov
Email: bennydilloncity@bellsouth.net

Vacant Building Registration

Date of Application: _____ (Tax Map #: _____)

Property Address: _____ Lock Box No. _____

Purpose

The vacant building ordinance and registration is a mechanism to protect commercial business and industrial districts from health and safety hazards and from blight through the lack of adequate maintenance and security of vacant buildings.

Owner Information

Name: _____
Address: _____
City, State, ZIP: _____
Phone: _____
Email: _____

Lien Holders or Others with Legal Interest

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Local Agent or Management Company Information

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Applicant is

- ☐ Owner
- ☐ Realtor
- ☐ Service Co
- ☐ Mortgage Co
- ☐ Other _____

Property Became Vacant on _____

Expected Date of Occupancy _____

Tax Sale Date _____

Property Type

Commercial

Industrial

Property Plan

- | | | |
|--|---------------------|----------------------------------|
| <input type="checkbox"/> For Sale | Listing Date: _____ | Closing Date: _____ |
| <input type="checkbox"/> Renovation | Start Date: _____ | Permits Needed: Yes / No |
| <input type="checkbox"/> Convert Rental Property | Start Date: _____ | Business License Applied: Yes/No |
| <input type="checkbox"/> Demolish | Start Date: _____ | Remove By: _____ |

General Information

For the first year of vacancy, a property must acquire both a vacant building registration and annual compliance inspection. For each additional year a property is vacant, it must be re-registered. An additional annual compliance inspection fee is required. Property must be re-inspected prior to occupancy to ensure the compliance orders are corrected and the property complies with city ordinances. Sellers must inform buyers of correction orders and requirements. Buyers can assume responsibility for corrections and must contact the City.

- The Vacant Building Fee(s) and Inspection Fee are due at time of registration.
- If there is no code violations on the property. Prior to submitting an application The responsible party must call 843-774-0040, extension 1012 to schedule a Time to meet the Building Inspector and/or Authorized City Officials on-site to verify there are no Code violations.
- If a property remains vacant for First and Second Annual Renewal year after registering, an annual registration fee of \$ 500.00 is required plus (+) \$ 50.00 annual compliance inspection fee.
- If a property remains vacant for three years or more, the annual registration fee of \$ 1,000.00 is required plus (+) \$ 50.00 annual compliance inspection fee to continue each year thereafter.

Fee Calculation

Length of Vacancy	Property Type	Compliance Inspection	Registration*	Total Fee	
Up to 1 year	Commercial or Industrial	\$ 50.00	\$ 200.00	\$ 250.00	
1 to 2 years	All types	\$ 50.00	\$ 500.00	\$ 550.00	
3 years and Thereafter	All types	\$ 50.00	\$ 1,000.00	\$ 1,050.00	

Acknowledgement of Responsibility

It is the joint responsibility of owner and/or applicable responsible Party or Parties to ensure information is complete and accurate. Failure to comply is a misdemeanor and may result in additional administrative penalties, civil penalties, and/or eminent domain procedures pursuant to applicable state law. The City of Dillon Vacant Building Ordinance requires the buyer to meet all city codes and conditions of the approved property plan.

Applicant Name: _____

Signature: _____

Title: _____

Date: _____