

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

City of Dover



Phone: (302) 736-4457
Fax: (302) 736-4217

City of Dover Vacant Building Registration

1.	Amount Due:		Amount Paid:	
	Date Due:		Case #	
			Date Registered:	
	Vacant Since:		Tax Parcel #	
	Property Address:			
	Current Property Owner:			
	Address:			
	Phone:		Cellular:	
	E-Mail:			
2.	** Local agent is required for any owner residing outside of Kent County Delaware			
	Responsible Person/Agent:			
	Address:			
	Phone:		Cellular:	
	E-Mail:			

3. Insurance on Building: Y / N
If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y / N

4. Explanation of Exemption if granted: _____

NOTE: No Exemption if Registered by City of Dover Staff

5. ****If building is for sale or lease—Listed Selling Price: _____

**** Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: _____

Fees as follows:

Buildings vacant one year or less;	\$375.00
Buildings vacant for more than one year but less than two years;	\$750.00
Buildings vacant for more than two years but less than three years;	\$1,500.00
Buildings vacant for more than three years but less than five years;	\$3,000.00
Buildings vacant for five years or longer;	\$5,000.00

Interior Inspection Date _____

OFFICE USE ONLY	
ELECTRIC:	Y <input type="checkbox"/> N <input type="checkbox"/>
GAS SERVICE:	_____
BASEMENT:	_____
SECURED:	_____

REVISED 01/24/2023

Community Excellence Through Quality Service