

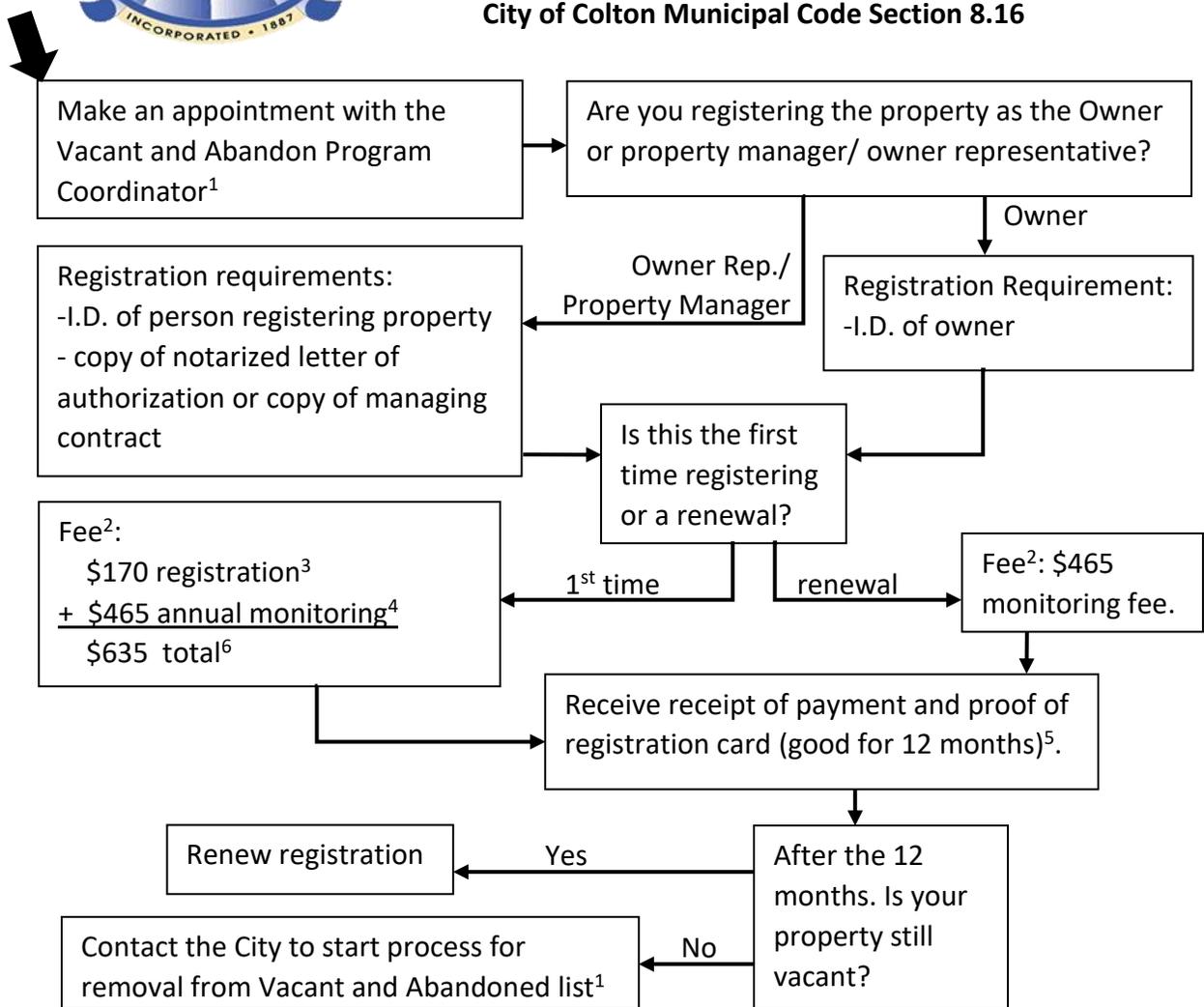


## Registration and Maintenance of Vacant and Abandoned Commercial and Industrial Property

### How to Register Flow Chart

City of Colton Municipal Code Section 8.16

**Start Here**



- 1) Vacant and Abandon Program Coordinator can be contacted at (909) 370-5186 or [building@coltonca.gov](mailto:building@coltonca.gov)
- 2) Fees can be paid via cash (exact change required), credit card (Visa or Master Card), or check (payable to “City of Colton”).
- 3) Registration fee is due upon initial registration of Property.
- 4) Inspection fee is due no later than 90 days following initial vacancy. For vacant properties owned by a corporation and/or an out of area owner, beneficiary or trustee, or if the owner is unable unfit or incapable of inspecting the property, a local property management company shall also be contracted to perform weekly inspections to verify that the property is maintained in accordance with city standards. An “out of area owner” is defined as an owner with an address in excess of 40 driving miles from the property.
- 5) If the property becomes occupied, contact the city of Colton to initiate removal from Vacant & Abandoned Commercial and Industrial property list.
- 6) Archival & training fee will be added

**For questions, please contact the City of Colton Building Division at (909) 370-5186 or [building@coltonca.gov](mailto:building@coltonca.gov)**