

COUNCIL BILL NO. 2026-052

AN ORDINANCE

AMENDING ARTICLE 1 OF CHAPTER 22 OF THE CHAMPAIGN MUNICIPAL CODE,
1985 AS AMENDED, BY THE ADDITION OF DIVISIONS 4 AND 5
(Property Code Enforcement and Property Maintenance Code – General – Residential Rental
Registration Requirement and Vacant Commercial Building Registration Requirement)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHAMPAIGN,
ILLINOIS, as follows:

Section 1. That Article 1 – General of Chapter 22 of the Champaign Municipal Code,
1985, as amended, is hereby amended to read as shown on Exhibit 1.

Section 2. That this Ordinance shall be effective 14 days after passage and publication as
provided by law.

Section 3. That the City Clerk is hereby directed to publish this Ordinance immediately
after passage.

Section 4. If any section, paragraph or provision of this Ordinance is held to be invalid
or unenforceable, such invalidity or unenforceability of such section, paragraph or provision
shall not affect any of the remaining provisions of this Ordinance, or the provisions of the Code.

Section 5. The provisions of this Ordinance shall take precedence and be interpreted as
superseding any other ordinance or statute in conflict with the provisions of this Ordinance.

COUNCIL BILL NO. 2026-052

PASSED: April 21, 2026

APPROVED: _____

Mayor

ATTEST: _____

City Clerk

APPROVED AS TO FORM:

City Attorney

ARTICLE 1. - GENERAL DIVISION 4. RESIDENTIAL RENTAL REGISTRATION REQUIREMENT**Sec. 22-31.1. - Purpose.**

The purpose of the Residential Rental Registration requirement is to establish a reliable record of ownership and local contact information of residential rental properties for the purpose of notification of code violations and city requirements. The establishment of a registry with up-to-date contact information also increases public safety by providing first responders with quick and accurate contact information in the case of an emergency.

Sec. 22-31.2 – Authority to Promulgate Rules and Procedures.

The Code Official shall have authority as necessary to adopt and promulgate rules and procedures; to interpret and implement the provisions of this Division; and to secure the purpose thereof. Such rules and procedures shall not have the effect of waiving requirements specifically provided for in this Division, and any rules and procedures promulgated hereunder shall be published on the Department's website.

Sec. 22-31.3. - Scope.

The Residential Rental Registration requirement applies to any structure(s) that contain dwelling unit(s) for rent, regardless of the duration of the lease and including short-term rentals, within the city, with the following exceptions:

- a) Assisted/Independent Living Facilities, as defined in Chapter 37;
- b) Hotels as defined in Chapter 37;
- c) Housing owned by a governmental agency or University;
- d) University Certified Housing;
- e) Single-family properties where one or more of the occupant(s) are related to the Owner; and
- f) Any property registered as a Vacant Nuisance Residential Building pursuant to Article VII of Chapter 22.

Sec. 22-31.4. - Definitions.

The following definitions apply to the requirements for Residential Rental Registration.

- a) **Building** shall mean a structure, or part thereof, enclosing space designed for dwelling unit(s) offered for rent.
- b) **Code Official** shall mean the Director of Neighborhood Services, or their designee.
- c) **Department** shall mean the Neighborhood Services Department.
- d) **Local Agent** shall mean a party responsible for the maintenance, care and control of a building in which residential rental units are maintained. A Local Agent may be the Owner, a contracted entity or a management company and has the authority to address maintenance and emergency response needs and shall not be a tenant of the property being registered.
- e) **Owner** shall mean any person, agent, operator, firm or corporation holding legal title or beneficial ownership with a right to present use, possession and enjoyment of the property.

Where the Owner is a corporation, limited liability company, partnership, or trust, the registration shall include the name and contact information of at least one natural person with authority to act on behalf of the entity.

- f) **Residential Rental** shall mean any dwelling unit, including accessory dwelling units, that is rented by the owner regardless of the duration of the rental agreement.
- g) **Short Term Rental** for the purpose of this Division shall mean a dwelling unit that is rented on a short-term basis, as short as a single night basis, and where the owner commonly uses online platforms, including, but not limited to Airbnb or VRBO, to advertise the availability of the unit for rent.

Sec. 22-31.5. – Registration Requirements.

All new Residential Rental registrations shall be filed with the Code Official of the Department. Such registration shall be submitted with applicable forms or electronic methods provided by the Department and shall include the following information:

- a) Legal address and Parcel Identification Number(s) of the property or properties being rented;
- b) Name, street address, telephone number and electronic mail address (email) of the Owner of the property containing residential rental unit(s);
- c) Name, street address, telephone number and electronic mail address (email) of the registered agent, if the Owner is a corporation, limited liability corporation, limited partnership or trust;
- d) Name, street address, telephone number and electronic mail address (email) of the Local Agent responsible for the maintenance and emergency response of the property on a 24-hour basis; and
- e) Number of buildings and the number of units in each building within the Residential Rental property.

Sec. 22-31.6. – Local Agent Required.

Residential rental registrations shall indicate the Local Agent, as defined above, with authority and responsibility for the maintenance and emergency response for the property. The Local Agent shall be located within 45 miles of the property registered, and shall be available to address issues on a 24-hour basis. Regardless of the designation of a Local Agent, the Owner remains liable for all requirements of this Division.

Sec. 22-31.7. – New Registration, Renewal and Registration Amendments.

The following provisions apply for new registrations, renewals and registration amendments:

- a) Written notice from the Department is not required for the Owner to comply with the provisions of this Division.
- b) Owners of existing Residential Rental property who do not have a registration on file shall register their property with the Department within 30 days upon use of the property for Residential Rental purposes.
- c) Registration for new buildings containing Residential Rental unit(s) shall be submitted by the owner within 30 days of commencement of use of the building for residential rental purposes.
- d) The Owner of a building required to register pursuant to the terms of this Article shall notify the Department within 30 days of any change in the registration information by filing an amended registration statement on a form or via electronic methods provided by the Department for such purpose.
- e) In the event of a change in ownership of a property containing Residential Rental units, the new Owner shall submit an amended registration within 30 days of the change of ownership.
- f) In the event the Department determines that a property is being used as a Residential Rental property and that no registration is on file, the Department shall provide notice to the Owner and registration shall be submitted within 30 days of that notice. Notice under this subsection is in addition to, and does not modify, the Owner's independent obligation to register.
- g) Residential Rental registrations shall be renewed annually. Renewals shall be submitted on forms or via electronic methods provided by the Department. Registration renewals shall be submitted by March 1st of each year. Any new or amended registrations submitted after January 1st, but prior to March 1st of the calendar year shall not be required to submit a renewed registration on March 1st. Failure to submit a renewal by March 1 of each year shall constitute a violation of this Division subject to enforcement and penalty under Section 22-31.8.

Sec. 22-31.8. – Enforcement and Penalty

- a) Enforcement and Penalty shall not begin until March 1, 2027.
- b) The Code Official shall enforce the terms of this Division by any lawful means, including, but not limited to, proceedings in the Circuit Court.
- c) Each day that any property is not registered in accordance with the provisions of this Division shall constitute a separate and distinct offense.
- d) Any person violating the terms of this Division shall be fined fifty dollars (\$50.00) for the first offense, two hundred dollars (\$200.00) for the second offense, and three hundred fifty dollars (\$350.00) for the third and any subsequent offense.
- e) The intentional submission of false information on a registration statement filed pursuant to this Division shall be an offense punishable by a fine of not less than three hundred fifty

dollars (\$350.00). Each day that such information remains uncorrected by the owner(s) shall constitute a separate and distinct offense.

DIVISION 5. VACANT COMMERCIAL BUILDING REGISTRATION REQUIREMENT

Sec. 22-32.1. - Purpose.

The purpose of the Vacant Commercial Building Registration requirement is to establish a reliable record of ownership and local contact information of vacant commercial buildings for the purpose of notification of code violations and city requirements. The establishment of a registry with up-to-date contact information also increases public safety by providing first responders with quick and accurate contact information in the case of an emergency.

Sec. 22-32.2 – Authority to Promulgate Rules and Procedures.

The Code Official shall have authority as necessary to adopt and promulgate rules and procedures; to interpret and implement the provisions of this Division; and to secure the purpose thereof. Such rules and procedures shall not have the effect of waiving requirements specifically provided for in this Division, and any rules and procedures promulgated hereunder shall be published on the Department's website.

Sec. 22-32.3. - Scope.

The Vacant Commercial Building Registration requirement applies to any commercial or industrial building that is vacant and satisfies the following criteria:

- a) The building is not actively being marketed for sale or lease and has been vacant for more than 90 days;
- b) The building is actively being marketed for sale or lease and has been vacant for more than 365 days; or
- c) The building or property is vacant and has two or more Property Maintenance Code citations in a six-month period.

Sec. 22-32.4. - Exemptions.

The Vacant Commercial Building Registration requirement shall not apply to the following:

- a) Commercial or industrial buildings under construction or renovation with an active building permit;
- b) Religious Institutions, Schools, Government Buildings or buildings owned by a University or College;
- c) A commercial or industrial building that is partially occupied and where the occupied portion of the building represents 50% or more of the floor area of the whole building.

Sec. 22-32.5. - Definitions.

The following definitions apply to the requirements for Vacant Commercial Buildings.

- a) **Building** shall mean a structure, or part thereof, enclosing space designed for and/or previously used for commercial or industrial purposes.
- b) **Code Official** shall mean the Director of Neighborhood Services, or their designee.
- c) **Department** shall mean the Neighborhood Services Department.
- d) **Local Agent** shall mean a party responsible for the maintenance, care and control of a vacant commercial building registered. A Local Agent may be the Owner, a contracted entity or a management company and has the authority to address maintenance and emergency response needs.
- e) **Owner** shall mean any person, agent, operator, firm or corporation holding legal title or beneficial ownership with a right to present use, possession and enjoyment of the property. Where the Owner is a corporation, limited liability company, partnership, or trust, the registration shall include the name and contact information of at least one natural person with authority to act on behalf of the entity.
- f) **Commercial Building** shall mean any building used for commercial or industrial purposes and with the exceptions identified above in Section 22-32.4.

Sec. 22-32.6. – Registration Requirements.

All new registrations shall be filed with the Code Official of the Department. Such registration shall be submitted with applicable forms or electronic methods provided by the Department and shall include the following information:

- a) Legal address and Parcel Identification Number(s) of the property or properties containing the Building;
- b) Name, street address, telephone number and electronic mail address (email) of the Owner of the property containing the Building;
- c) Name, street address, telephone number and electronic mail address (email) of the registered agent, if the Owner is a corporation, limited liability corporation, limited partnership or trust;
- d) Name, street address, telephone number and electronic mail address (email) of the Local Agent located within 45 miles of the property containing the Building responsible for the maintenance and emergency response of the property on a 24-hour basis; and
- e) Number of Buildings on the property are vacant and if there are multiple buildings, a description of those Buildings if they contain the same street address.

Sec. 22-32.7. – Local Agent Required.

Vacant Commercial Building registrations shall indicate the Local Agent, as defined above, with authority and responsibility for the maintenance and emergency response for the property. The Local Agent shall be located within 45 miles of the property registered, and shall be available to address issues on a 24-

hour basis. Regardless of the designation of a Local Agent, the Owner remains liable for all requirements of this Division.

Sec. 22-32.8. – New Registration, Renewal and Registration Amendments.

The following provisions apply for new registrations, renewals and registration amendments:

- a) Written notice from the Department is not required for the Owner to comply with the provisions of this Division.
- b) Owners of existing Buildings who do not have a registration on file shall register their Building with the Department within 30 days upon meeting any of the criteria established above in Section 22-32.3.
- c) In the event the Department determines that a property contains a vacant commercial structure meeting the criteria for registration and that no registration is on file, the Department shall provide notice to the Owner and registration shall be submitted within 30 days of that notice. Notice under this subsection is in addition to, and does not modify, the Owner's independent obligation to register.
- d) The owner of a Building required to register pursuant to the terms of this Article shall notify the Department within 30 days of any change in the registration information by filing an amended registration statement on a form or via electronic methods provided by the Department for such purpose.
- e) In the event of a change in ownership of a property containing a Building, the new owner shall submit an amended registration within 30 days of the change of ownership.
- f) Vacant Commercial Building registrations shall be renewed annually. Renewals shall be submitted on forms or via electronic methods provided by the Department. Registration renewals shall be submitted by March 1st of each year. Any new or amended registrations submitted after January 1st of the calendar year shall not be required to submit a renewed registration on March 1st. Failure to submit a renewal by March 1 of each year shall constitute a violation of this Division subject to enforcement and penalty under Section 22-31.8.

Sec. 22-32.9. – Enforcement and Penalty

- a) Enforcement and Penalty shall not begin until March 1, 2027.
- b) The Code Official shall enforce the terms of this Division by any lawful means, including, but not limited to, proceedings in the Circuit Court.
- c) Each day that any property is not registered in accordance with the provisions of this Division shall constitute a separate and distinct offense.
- d) Any person violating the terms of this Division shall be fined fifty dollars (\$50.00) for the first offense, two hundred dollars (\$200.00) for the second offense, and three hundred fifty dollars (\$350.00) for the third and any subsequent offense.

- e) The intentional submission of false information on a registration statement filed pursuant to this Division shall be an offense punishable by a fine of not less than three hundred fifty dollars (\$350.00). Each day that such information remains uncorrected by the owner(s) shall constitute a separate and distinct offense.

Secs. 22-33—22-39. Reserved.

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