



**City of Oakland VPT**

c/o VPT Administrator  
5627 Telegraph Ave #402  
Oakland, CA 94609

**vptsupport@sci-cg.com**

**(855) 831-1188**

**VACANTPROPERTYTAX.OAKLANDCA.GOV**

**VACANT PROPERTY TAX ACTIVE BUILDING PERMIT APPLICATION EXEMPTION APPLICATION  
CALENDAR YEAR 2023 TAX YEAR 2024-25**

**➔ APPLICATION MUST BE RECEIVED NO LATER THAN 20 DAYS AFTER DATE OF NOTICE OF VACANCY**

To qualify for an “active building permit application” exemption, please complete the following (**see reverse for directions**):

1. Ownership Information:

Last Name	First Name	Middle

Parcel Number	Address
	Oakland, CA 94_____

2. To qualify for an “active building permit application” exemption, meet the following requirement (**see reverse for directions**)

- A. The property owner, during or previous to the 2023 Calendar Year, submitted a building permit application to the City and the total number of days during which the application was pending *plus* any number of days after the application was approved but before the end of the 2023 Calendar Year was at least fifty (50) days. (**See reverse for required verification documents**)

3. Issued a notice of vacancy identifying a parcel you own has been identified as vacant for calendar year 2023, and likely subject to the Oakland Vacant Property Tax for tax year 2024-25.

4. I declare under penalty of perjury under the laws of the State of California that I own the parcel for which I am requesting exemption from the Vacant Property Tax; that the reasons stated above are true, and that all information provided herein is true to the best of my knowledge. I understand that if any of the above information is found to be untrue, I may forfeit my eligibility. I further understand that this form may be subject to an audit, verification check, and possible denial of the exemption. I hereby authorize the City of Oakland to verify all the information herein provided.

Owner’s Name	Owner’s Signature	Phone Number	Email	Date

Co-Owner’s Name	Co-Owner’s Signature	Phone Number	Email	Date

## Directions for completing the Active Building Permit Application exemption application

Submit completed application (one application per parcel) with supporting documentation via **email to [vpstsupport@sci-com](mailto:vpstsupport@sci-com)** or US mail to the address at the top of the first page.

1. To qualify for the exemption, you must be the owner of the property. Please fill in your last, first and middle name, along with the parcel number and address. Your parcel number can be found on the top right corner of the VPT notice you received by mail. Approved exemptions will receive an exemption for 100% of the Vacant Property Tax levied on the parcel for which an Active Building Permit Application exemption application is submitted. Eligible property owners must reapply each tax year.
2. The Oakland Vacant Property Tax Act authorizes an exemption from the Vacant Property Tax for a property owner of a property for which an **active building permit application is being processed by the City** and the total number of days during which the application was pending *plus* any number of days after the application was approved but before the end of the 2023 Calendar Year was at least fifty (50) days. **The applicant must include a copy of the active building permit application that was submitted to the City and provide the date of submittal.**
3. Owner and co-owners must complete, sign, date, and provide contact information on their application.

Submission of documents does not guarantee approval. Additional documentation may be requested.

Submit applications and supporting documents via **email to [vpstsupport@sci-cg.com](mailto:vpstsupport@sci-cg.com)** or mail to:

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*Please note the above address is a commercial mail receiving agency and not an office.*

Applicants will be notified with an approval or denial letter no later than July 15 of the applicable property tax year.