

IMPORTANT: FIRST STEP

An Application for Sale Approval form (available on our website), with the \$275.00 fee, must be SEPARATELY submitted by faxing to 651-266-9124, or by mailing or personal delivery to: The Department of Safety & Inspections, 375 Jackson St., Suite 220, St. Paul, MN 55101.

To obtain DSI approval for the sale of a Category 2, Registered Vacant Building:

1. The Application for Sale Approval form must be submitted. **SEE FIRST STEP ABOVE.**
2. The building usage must be in conformity with the zoning district in which it is located, or it must have current legal nonconforming status (if it has been a registered vacant building for longer than one year, the legal nonconforming status must be reestablished or the building must be converted to a conforming use).
3. Complete and submit the Vacant Building Registration Form. It is available on the Vacant Buildings web site.
4. The annual vacant building fee (\$2,025) must be current. If not, it must be paid in advance of closing the sale, or a HUD settlement statement showing a line item for the \$2,025 fee must be submitted prior to closing.
5. The Code Compliance Inspection Report (or a Fire Team Inspection Report if the building has 3 or more units) must be completed and must not be more than one year old.
6. An estimate from a state-licensed, general building contractor to complete the code compliance repairs must be submitted. The estimate must be on the contractor's letterhead stationery and contain the contractor's state license number. It must include total costs for each of the 4 categories of repairs: Building, Electrical, Plumbing, and Heating. The estimate must contain a statement that the bid addresses all of the code compliance repairs detailed in the report.
7. A signed statement must be provided by the buyer giving a date or a time line for the completion of all the code compliance work.
8. Proof of financial capability to purchase the property and to complete the required work must be furnished. **Provide a copy of the purchase agreement** and one or more of the following:
 - a. Evidence that the repair costs are included in the mortgage.
 - b. A construction loan statement.
 - c. A bank statement or a line of credit, accompanied by a signed, dated, and notarized statement by the buyer affirming that the funds shown will be used to purchase the property and complete the required code repairs.

The required materials, **except the application form**, must be submitted to Reid Soley at the Department of Safety & Inspections, 375 Jackson Street, Suite 220, Saint Paul, MN 55101. They may be personally delivered, mailed, faxed to 651-266-1919 (Attn: Reid Soley), or scanned and emailed to reid.soley@ci.stpaul.mn.us. For further information, please call Reid Soley at 651-266-9120 or call our information line at 651-266-8989.