



**FOLDER #**  
  
(for office use only)

**Application for Single Family and Duplex Code Compliance Inspection:  
Vacant, Hazardous and Abandoned Buildings**

Vacant Building Address: \_\_\_\_\_

Use of Building (check one):      \_\_\_ Single Family      \_\_\_ Duplex

Owner \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Your inspection may be conducted sooner if all entry keys are provided on-site in a secure lock box.  
Lock Box Combination: \_\_\_\_\_ Send report by (check one): \_\_\_ Mail \_\_\_ Email

**Affidavit of Owner or Responsible Party**

I hereby certify that the above information and answers are correct and that I am the legal owner or responsible party of the premises at the above location. I understand that all items listed on the inspection report must be corrected within six months and; where applicable (Category III Building), a \$5,000.00 performance deposit (cash or bond) must be made before a permit will be issued. It may be possible to get an additional six (6) months to complete the project, if work is proceeding expeditiously and is more than 50% complete or if unforeseen conditions have had a significant schedule impact on the completion of work.

I also understand that this property shall not be occupied until all code deficiencies are corrected and written authorization to occupy is obtained.

**All structures to be inspected must be thoroughly cleaned out and sanitary, leaving no clutter and all areas must be accessible. Noncompliance will result in the imposition of re-inspection fees.**

\_\_\_\_\_  
Signature of Owner or Responsible Party

\_\_\_\_\_  
Date

**Category II Vacant Building**

- Code Compliance
- Inspection Report
- Sale Approval Required
- Permits & Sign-off
- Certificate of Occupancy or Certificate of Code Compliance

**Category III Vacant Building**

- Code Compliance
- Inspection Report
- \$5,000 Performance Deposit or bond
- Permits & Sign-off
- Certificate of Occupancy or Certificate of Code Compliance

**Make Checks Payable to:  
The City of Saint Paul**

**Residential:**  
Single Family                      \$493.00  
Duplex                                      \$618.00

(Fees updated: February 2020)

**Signature of Cardholder (required for all charges):**

<input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa				Security Code ▶				Expiration Month/Year ▶				
Enter Account Number ▶▶												

Make checks payable to City of Saint Paul. If paying by credit card, please submit via US Mail, fax or personal delivery. **Credit card processing via email is prohibited.** A 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider DSI uses to handle credit card transactions. The City does not receive any of the fees. Amount: \$ \_\_\_\_\_.