



## Steps for Approval of the Sale/Purchase of a Category 2 Registered Vacant Building

**Note: All required forms are available on our website:**

<https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>

1. **An Application for Permit Approval form with the \$324 fee, must be SEPARATELY submitted via fax at 651-266-9124, or by mailing or personal delivery to: Department of Safety & Inspections, 375 Jackson St., Suite 220, St. Paul, MN 55101, ATTN: Vacant Buildings**
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 (1) year, the legal nonconforming status must be re-established, or the building must be converted to a conforming use.**
3. Submit the Vacant Building Registration Form with updated ownership information.
4. Payments of the annual vacant building fee (\$2,705 is the rate beginning 6/16/25 for Category I vacant building and first year Category II Vacant Buildings, \$5,410 is the rate for Category II renewals or Category III vacant buildings) must be current. If not, the fee must be paid in advance of closing the sale, or a HUD settlement statement showing a line item for the \$2,705 or \$5,410 fee must be submitted prior to closing.
5. Code Compliance Inspection Report (or a Fire Division 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 four categories of repairs: Building, Electrical, Plumbing, and Heating. The estimate must contain a statement that the bid addresses all the code compliance repairs detailed in the report.
7. A signed statement must be provided by the buyer giving a date or a timeline for the completion of all required 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 statement by the buyer affirming that the funds shown will be used to purchase the property and complete the required code repairs. Information, such as a letter, from a financial institution affirming availability of funds.

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The required materials, **except the application form**, must be submitted **Attention: Robert Humphrey/Vacant Buildings** via any of the following methods:

- Deliver in person or mail to: DSI, 375 Jackson Street, Suite 220, Saint Paul, MN 55101
- Fax: 651-266-1919 (Attn: Robert Humphrey)
- Scan and email to: [robert.humphrey@ci.stpaul.mn.us](mailto:robert.humphrey@ci.stpaul.mn.us).

For more information, please call Robert Humphrey at 651-266-9123 or call the City's information line at 651-266-8989.



## Buyer's Application for Sale Approval of a Category 2 Registered Vacant Building

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

Use of Building (Check One): Single \_\_\_\_\_ Duplex \_\_\_\_\_ Multi-Unit \_\_\_\_\_

Buyer's Name: \_\_\_\_\_  
(Please print clearly and legibly)

Buyer's Address: \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, Zip)

Buyer's Daytime Phone \_\_\_\_\_ Buyer's Fax Number: \_\_\_\_\_  
(Include Area Code) (Include Area Code)

### THE FOLLOWING REQUIREMENTS MUST BE COMPLETED AND THE APPLICATION FEE PAID BEFORE THIS OFFICE WILL PROCESS A REVIEW FOR THE SALE OF THIS PROPERTY

- A completed Vacant Building Registration Form must be provided.
- The annual vacant building fee (\$2,705 first year Category I or Category II, or \$5,410 Category II renewal or Category III) must be current or a provision must be made for the payment at closing.
- A Code Compliance Inspection Report (or a Fire Division Inspection Report, if the building has more than 3 units) must be completed and cannot be more than one year old.
- An estimate to complete the code compliance repairs must be submitted by a state-licensed, general building contractor. The estimate must be on the contractor's letterhead and include the contractor's state license number. The estimate must include total costs for each of the four categories of repairs: Building, Electrical, Plumbing and Heating. The estimate must contain a statement that it addresses all the code compliance repairs detailed in the report.
- A signed statement must be provided by the buyer giving a date or a timeline for the completion of all the work required by the Code Compliance or Fire Division Inspection Report.
- A copy of the purchase agreement must be provided.
- Proof of financial capability to purchase the property and complete the required work must be furnished.

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

**Fee: \$324**

Make checks payable to: City of Saint Paul

If paying by credit card, complete the following information:

*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. City does not receive any of the fees.*

Signature of Cardholder (required for all charges):

☐ AMEX ☐ Discover ☐ MasterCard ☐ Visa

Security  
Code ►

Expiration  
Month/Year ►

Enter Account  
Number ►►



## VACANT BUILDING REGISTRATION FORM

Effective 6/16/2025

Date: \_\_\_\_\_

Address of Property: \_\_\_\_\_

**Planned disposition of this building (please check one):**

\_\_\_ I plan to rehabilitate this structure commencing (date): \_\_\_\_\_

\_\_\_ I plan to demolish (wreck and remove) this building by (date): \_\_\_\_\_

\_\_\_ I am willing to authorize the City of Saint Paul to demolish and remove this building(s).

\_\_\_ This building is **vacant as a result of fire damage**. The fire occurred on (date): \_\_\_\_\_

I, as the property owner, want to claim registration and fee exemption status for ninety (90) days from the date of the fire. I intend to repair and reoccupy the building.

Other: \_\_\_\_\_

**Responsible Party:** Persons/organizations who will ensure compliance with the ordinance:

NAME	ADDRESS	PRIMARY PHONE	ALTERNATE PHONE
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_____	_____	_____	_____
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Persons, lien holders, mortgagees, mortgagors and other interested parties known to me:

NAME	ADDRESS	PRIMARY PHONE	ALTERNATE PHONE
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_____	_____	_____	_____
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All persons listed here will receive letters for the annual fee renewal. *Also use this form to de-register your interest.*

<div><div>_____</div><div><b>Print Your Name (legibly)</b></div><div>_____</div><div><b>Signature</b></div><div>_____</div><div><b>Address</b></div><div>_____</div><div><b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____</div><div><b>main contact phone#</b> _____ <b>alternate phone#</b> _____</div><div>_____</div><div><b>Email address (print legibly)</b></div></div>	<p><b>INSTRUCTIONS: For Category I or new Category II Vacant Building: <u>\$2,705.00</u> Registration Fee.</b></p> <p><b>For Renewal Category II Vacant Buildings (in Cat. II Status for one year plus) or Category III Vacant Buildings <u>\$5,410.00</u> Registration Fee.</b></p> <p><b><i>Complete and return this form via us mail or fax</i></b></p> <p><i>Include the \$2,705.00 or \$5,410.00 registration fee, ONLY if it is now due. For questions, call 651-266-8989.</i></p> <p><i>Make checks payable to: <u>City of Saint Paul</u></i></p> <p><i>Make Payment online or mail payment to:</i></p> <p>City of Saint Paul Department of Safety and Inspections Code Enforcement – Vacant Buildings 375 Jackson Street, Suite 220 St. Paul, MN 55101-1806</p> <p><i>Credit Card payment accepted online or in person, or by <u>Fax: 651-266-9124</u></i></p>
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## **Requirements, Regulations and Information**

The Council of the City of Saint Paul has adopted ordinances regulating vacant and unoccupied structures.

You must register this building with St. Paul Department of Safety and Inspections, Vacant/Nuisance Buildings Code Enforcement Unit if the building is unoccupied and:

1. Unsecured, or
2. Secured by other than normal means (boarded), or
3. A dangerous structure, or
4. Condemned as uninhabitable, or
5. Condemned or Vacated by Fire Marshal Certificate of Occupancy Program, or
6. Has multiple housing or Building Code violations, or
7. Is condemned and illegally occupied, or
8. Has been unoccupied for a period of time longer than one year during which time the Enforcement Officer has issued an order to correct nuisance conditions.

### **Registration Requirements**

1. Submit the enclosed Vacant Building Registration Form within 30 days, describing plans for rehabilitating and reoccupying or demolishing the building.
2. Disclose all pertinent ownership information.
3. Disclose all pertinent lien-holders.
4. Disclose any current Truth-in-Sale of Housing Disclosure Reports.
5. Pay the annual Vacant Building Registration fee within 30 days of receiving this letter. **If the registration fee is not received within 45 days of the due date the full amount owed will be assessed to, and collected with, the taxes for this property as permitted by Saint Paul Legislative Code Chapter 43.**

**NOTE: If the building is vacant due to a fire, you may have a 90 day exemption from the registration fee. You must still submit the enclosed Vacant Building Registration Form within 30 days informing us of your plans for the building to qualify for this exemption. At the end of 90 days your rehabilitation must be complete OR you must pay the registration fee.**

6. Provide unencumbered access to all portions of the premises of the buildings to permit the Enforcement Officer to make a complete inspection.

Owners, agents, assignees and all responsible parties are required to comply with the following requirements of the Saint Paul Legislative Code:

1. Keep all buildings secure.
2. Keep all porches, stairs, and exterior premises free of refuse, junk and debris.
3. Cut grass and weeds.
4. Remove snow and ice from sidewalks.

**Sale Requirements – Contact the Vacant Buildings section, 651-266-8989, for full details. There is a fee for the Sale Review Process.**

**VB1** – Current registration and fees; notify the City; restore utilities.

**VB2** – No sale without City approval. Requirements include: current registration and fee payments, code compliance report, cost estimate for all repairs, a schedule for completion of the repairs, and proof of financial capability to complete all repairs.

**VB3** – No sale without a Certificate of Code Compliance or Certificate of Occupancy.

**Note:** This form will NOT update your address with Ramsey County Tax Records. You must contact them at 651-266-2000 to request a change of address.



**Vacant Building  
Statement of Intent**

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

I, *(Printed Name of Buyer)* \_\_\_\_\_ the undersigned, certify the  
amount of money in a *(Type of Account)* \_\_\_\_\_ will cover the purchase  
price and the estimated cost of repairs identified in the Code Compliance Report for the above-stated address and  
the funds in this account will be applied as payment for completion of required repairs.

Furthermore, I intend to purchase this property by *(Expected Closing Date)* \_\_\_\_\_  
and complete the required repairs identified in the Code Compliance Report prior to *(Expected Rehab Completion  
Date)* \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_