



**CITY OF SAINT PAUL - DEPARTMENT OF SAFETY AND INSPECTIONS**

375 Jackson Street, Suite 220 Saint Paul, MN 55101-1806

General Information: 651-266-8989

Fax: 651-266-9124

[www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

**Steps to obtain approval for the sale/purchase of a Category 2, Registered Vacant Building:**

**\*All required forms are available on the DSI website under Vacant Buildings\***

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

1. **An Application for Sale Approval form with the \$297.00 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**
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. Submit the Vacant Building Registration Form with updated ownership information.
4. Payments of the annual vacant building fee (\$2,127.00 for 2020) 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 \$2,127.00 fee must be submitted prior to closing.
5. 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 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, and notarized statement by the buyer affirming that the funds shown will be used to purchase the property and complete the required code repairs.

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The required materials, **except the application form**, must be submitted to Reid Soley at DSI via:

- In person or mailed to: 375 Jackson Street, Suite 220, Saint Paul, MN 55101
- Faxed to 651-266-1919 (Attn: Reid Soley)
- Scanned and emailed to [reid.soley@ci.stpaul.mn.us](mailto: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.



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**FOLDER #**  
 (Office use only)

**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:** \_\_\_\_\_  
 (Print Clearly and Legibly)

**Buyer's Address:** \_\_\_\_\_  
 (Street Number and Street Name) City State Zip

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

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

- A completed Vacant Building Registration Form must be provided.
- The annual vacant building fee (\$2,127.00) must be current, or provision must be made for the payment at closing.
- A 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.
- 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 and include the contractor's state license number. The estimate must include total costs for each of the 4 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 time line for the completion of all the work required by the Code Compliance or Fire Team 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 Effective: Feb 2020	<b>\$297.00</b>	Make checks payable to the City of Saint Paul
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**Signature:** \_\_\_\_\_

***IF PAYING BY CREDIT CARD YOU MAY NOT EMAIL THIS FORM. SUBMIT VIA MAIL, FAX, OR PERSONAL DELIVERY, ONLY.*** Amount: \$ \_\_\_\_\_

- American Express     Discover  
 MasterCard     Visa



<b>Account Number (one digit per box, use only the boxes needed)</b>												<b>Expiration Date</b>			<b>Security Code (required)</b>						
													M	M							

\_\_\_\_\_  
**Signature of Cardholder (required for all charges)** \_\_\_\_\_  
**Date**



**City of Saint Paul**  
**Department of Safety and Inspections**  
**Vacant Buildings Program**  
**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 \$2,127.00 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 \$2,127.00 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 of \$297.00 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.



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## Sale of Vacant Building Statement of Intent

RE: (Vacant Property Address) \_\_\_\_\_

I, (*Printed Name of Buyer*) \_\_\_\_\_, the undersigned, certify that the amount of money in a (*Type of Account*) \_\_\_\_\_ account ending with the last four digits \_\_\_\_\_ at (*Name of Bank/Financial Institution*) \_\_\_\_\_ will cover the purchase price and the estimated cost of repairs identified in the Code Compliance Report for the above address and that the funds in the account will be applied as payment for completion of those required repairs.

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

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