

**City of Saint Paul**  
 Department of Safety and Inspections  
**VACANT BUILDING REGISTRATION FORM**

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
_____	_____	_____	_____
_____	_____	_____	_____

Persons, lien holders, mortgagees, mortgagors and other interested parties known to me:

NAME	ADDRESS	PRIMARY PHONE	ALTERNATE PHONE
_____	_____	_____	_____
_____	_____	_____	_____

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

<p>_____</p> <p><b><u>Print Your Name (legibly)</u></b></p> <p>_____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Address</b></p> <p>_____</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">City</td> <td style="width: 33%;">State</td> <td style="width: 33%;">Zip</td> </tr> </table> <p>_____</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">main contact telephone</td> <td style="width: 40%;">alternate phone</td> </tr> </table> <p>_____</p> <p><b>Email address (print legibly)</b></p> <p>_____</p>	City	State	Zip	main contact telephone	alternate phone	<p><b><u>\$2,127.00</u> Registration Fee:</b></p> <p><b>INSTRUCTIONS:</b></p> <p><i>Complete and return this form. Include the <u>\$2,127.00</u> registration fee, <b>ONLY</b> 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 at, or mail payment to:</i></p> <p style="text-align: center;"> <b>City of Saint Paul</b>  <b>Department of Safety and Inspections</b>  <b>Code Enforcement – Vacant Buildings</b>  <b>375 Jackson Street, Suite 220</b>  <b>St. Paul, MN 55101-1806</b> </p> <p><i>Credit Card payment accepted in person, or by FAX, only. <u>Fax to: 651-266-9124</u></i></p> <p style="text-align: center;"><b><i>Thank you for your cooperation</i></b></p>
City	State	Zip				
main contact telephone	alternate phone					

**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.