

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 \$2,025.00 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 \$2,025.00 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 \$275.00 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.

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.



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
 Visit our web site: www.stpaul.gov/dsi

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

- A completed Vacant Building Registration Form must be provided.
- The annual vacant building fee (\$2,025.00) 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: 01/01/2010	\$275.00	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

Account Number (one digit per box, use only the boxes needed) _____ **Expiration Date** _____ **Security Code (required)** _____

Signature of Cardholder (required for all charges)

Date



CITY OF SAINT PAUL - DEPARTMENT OF SAFETY AND INSPECTIONS
 375 Jackson Street, Suite 220
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FOLDER #
 (For office use only)

**APPLICATION FOR SINGLE FAMILY DWELLING/DUPLEX CODE COMPLIANCE INSPECTION:
 VACANT, HAZARDOUS, & 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 for 1 & 2 Family Dwelling will be conducted sooner if all necessary entry keys are provided on site in a lock box.

Lock Box Combination: _____ Send report by (check one): Mail_ E-mail__

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.

Category Information

#2

- *Code Compliance
- *Inspection Report
- *Permits + Sign-Off
- *Remove Boards
- *C of O or Certificate of Code Compliance

#3

- *Code Compliance
- *Inspection Report
- *\$5,000 Performance Deposit (cash or bond)
- *Permits + Sign Off
- *C of O or Certificate of Code Compliance

Make Checks Payable to the City of Saint Paul

Single Family Dwelling	\$447.00
Duplex	\$560.00

I understand that a re-inspection fee may be applied if the inspector is unable to access all areas of the building during the pre-arranged inspection or if the building is not cleaned out, secured and sanitary.

 Signature of Owner or Responsible Party

 Date

Amount \$ _____

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 ▶▶													

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

<p>_____</p> <p>Print Your Name (legibly)</p> <p>_____</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Signature</td> <td style="width: 30%;">Date of Birth</td> </tr> </table> <p>_____</p> <p>Address</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>Email address (print legibly)</p> <p>_____</p>	Signature	Date of Birth	City	State	Zip	main contact telephone	alternate phone	<p><u>\$2,025</u> Registration Fee – for new or renewal dates on/after <u>February 15, 2015</u></p> <p>INSTRUCTIONS:</p> <p><i>Complete and return this form. Include the \$2,025.00 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 at, or mail payment to:</i></p> <p style="text-align: center;"> 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 in person, or by FAX, only. <u>Fax to: 651-266-9124</u></i></p> <p style="text-align: center;"><i>Thank you for your cooperation</i></p>
Signature	Date of Birth							
City	State	Zip						
main contact telephone	alternate phone							



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

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

Telephone: 651-266-8989
Facsimile: 651-266-1919
Web: www.stpaul.gov

**SALE OF VACANT BUILDING
AFFIDAVIT OF INTENT**

RE: *(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 or Financial Institution)* _____ will cover the purchase price and the estimated cost of repairs identified in the Code Compliance Report for the above referenced address and that the funds in the account will be applied as payment for completion of those repairs. Furthermore, I intend to purchase this property *(Expected Closing Date)* _____ and to complete the required Code Compliance repairs there prior to *(Expected Completion Date)* _____.

Signature

Date

Notary Seal

Notary Signature

Date