



**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

## **Vacant Building Sale Review Requirements: City of St. Paul Legislative Code**

### **Chapter 33 - Building Code and Inspection**

#### **Sec. 33.04. - Establishment of permit fees**

- (a) *Fees required:* Before issuing any permit required by the building code, this chapter or other pertinent provisions of the Saint Paul Legislative Code, the fee as indicated in the following schedule shall be paid.

Where work for which any such permit is required is started or proceeded with prior to obtaining said permit, the fee specified shall be collected and, in addition, a penalty fee shall be collected. The penalty fee shall be equal to the specified permit fee. The payment of such penalty fee shall not relieve any person from fully complying with the requirements of the building codes in the execution of the work or from any other penalty prescribed herein.

Building valuation for the purpose of establishing building permit fees shall be as set forth by the valuation data published by the Building Code Division, Department of Administration, State of Minnesota, as may be amended from time to time.

Value of work other than that included in the valuation data published by the Building Code Division, State of Minnesota, must include the cost of installations, alterations, additions or repairs, including all labor and materials supplied by the contractor and other sources. The building code officer may require the contractor to furnish the city with a written statement of the actual cost of the work. When such costs exceed those for which the permit was issued, an additional permit fee will be required and collected based on the fee schedule established herein

- (26) Vacant building rehabilitation permit: Two hundred eighty-three dollars (**\$283.00**).

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### **Chapter 43. - Vacant Buildings**

#### **Sec. 43.03. - Vacant building registration**

(k) *Vacant building fees:*

- (1) The owner of a vacant building shall pay an annual registration fee of two thousand eighty-five dollars (**\$2,085.00**) each year the building remains a vacant building. The registration fee is intended to at least partially recoup, and shall be reasonably related to the administrative costs for registering and processing the vacant building owner registration form and for the costs of the city in monitoring the vacant building site.
- (2) The first annual fee shall be paid no later than thirty (30) days after the building becomes vacant. If the fee is not paid within thirty (30) days of being due, the owner shall be subject to prosecution as prescribed in section 43.05.
- (3) The fee shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit.
- (4) All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in any vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee no later than thirty (30) days after the transfer of ownership and subsequent annual fees shall be due on the original anniversary date.



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**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\***

1. **An Application for Sale Approval form with the \$283.00 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**

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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 (\$2,085.00 for 2016) 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 \$2,085.00 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 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.

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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.



**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:

<b>NAME</b>	<b>ADDRESS</b>	<b>PRIMARY PHONE</b>	<b>ALTERNATE PHONE</b>
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\_\_\_\_\_  
 \_\_\_\_\_

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

<b>NAME</b>	<b>ADDRESS</b>	<b>PRIMARY PHONE</b>	<b>ALTERNATE PHONE</b>
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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>_____  <b><u>Print Your Name (legibly)</u></b></p> <p>_____  <b>Signature</b> <span style="float: right;"><b>Date of Birth</b></span></p> <p>_____  <b>Address</b></p> <p>_____  <b>City</b> <span style="margin-left: 100px;"><b>State</b></span> <span style="float: right;"><b>Zip</b></span></p> <p>_____  <b>main contact telephone</b> <span style="margin-left: 100px;"><b>alternate phone</b></span></p> <p>_____  <b>Email address (print legibly)</b></p>	<p><b><u>\$2,085 Registration Fee</u></b></p> <p><b>INSTRUCTIONS:</b></p> <p><i>Complete and return this form. Include the <b>\$2,085.00</b> registration fee, <b>ONLY</b> if it is now due. For questions, call 651-266-8989.</i></p> <p><i>Make checks payable to: <b>City of Saint Paul</b></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 style="text-align: center;"><i>Credit Card payment accepted in person, or by FAX, only. <b>Fax to: 651-266-9124</b></i></p> <p style="text-align: center;"><b><i>Thank you for your cooperation</i></b></p>
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**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 \$2,0285.00 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 \$2,085.00 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 \$283.00 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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FOLDER #  
 (For office use only)

**APPLICATION FOR COMPLIANCE INSPECTION: SINGLE FAMILY AND DUPLEX 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 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 \_\_\_\_\_ 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.

**Category Information**

#2

- \*Code Compliance
- \*Inspection Report
- \*Permits + Sign-Off (cash or bond)
- \*Remove Boards
- \*C of O or Certificate of Code Compliance

#3

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

**Make Checks Payable to the City of Saint Paul**

Residential:  
 Single Family..... \$460.00  
 Duplex.....\$577.00

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):**

AMEX  Discover  MasterCard  Visa

Security Code ▶

Expiration Month/Year ▶

Enter Account Number ▶▶



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FOLDER #  
 (For office use only)

**APPLICATION FOR RESIDENTIAL OF 3 UNITS OR MORE, COMMERCIAL, AND MIXED CODE COMPLIANCE INSPECTION: VACANT, HAZARDOUS, & ABANDONED BUILDINGS**

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

Use of Building (check one): \_\_\_\_\_ Multi-Family Dwelling (Enter # of Units) \_\_\_\_\_ Commercial  
 \_\_\_\_\_ Mixed Residential/Commercial (Enter # of Units) \_\_\_\_\_

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

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

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

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

Your inspection 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 \_\_\_\_\_ 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.

**Category Information**

- |   |   |
|---|---|
| <input type="checkbox"/> #2               | <input type="checkbox"/> #3                     |
| *Code Compliance                          | *Code Compliance                                |
| *Inspection Report                        | *Inspection Report                              |
| *Permits + Sign-Off                       | *\$5,000 Performance Deposit<br>(cash or bond)  |
| *Remove Boards                            | *Permits + Sign Off                             |
| *C of O or Certificate<br>Code Compliance | *C of O or Certificate of<br>of Code Compliance |

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.

**Make Checks Payable to the City of Saint Paul**

- Residential  
 3 Units.....\$606.00  
 4 Units.....\$634.00  
 5+Units.....\$663.00
- VB Commercial Code Compliance Base Fee.....\$460.00
- Commercial  
 1-13,999 sq ft ..... \$185.00  
 14,000-48,999 ..... \$14 per 1000 sq ft  
 49,000-117,999 sq ft .....\$721.00  
 118,000 or more .....\$853.00

Example of 15,000 square foot commercial space:  
 \$460 + \$210 = \$670

Mixed: Add together Commercial and Residential inspection fees.

Example of 15,000 square foot commercial space with 3 residential units:  
 \$210 + \$606 = \$816

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 ▶▶													



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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: \_\_\_\_\_



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## **REMINDER:**

### **Contractor documents required for Category II Vacant Building Sale Approval**

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 and must contain a statement that it **addresses all the code compliance repairs** in the report.

- ✓ Building
- ✓ Electrical
- ✓ Plumbing
- ✓ Heating

**Proof of financial capability:** This total cost to bring the property up to code and the purchase price of the property must be met to receive sale approval.