



## City of Brooklyn Center

Community Development

6301 Shingle Creek Pkwy, Brooklyn Center, MN 55430 Ph: 763-569-3330

[www.brooklyncentermn.gov](http://www.brooklyncentermn.gov)

### Vacant Building Requirements At-A-Glance

The following information is an overview of the vacant building ordinance and registration requirements. Please refer to City Code, Chapter 12, or contact the Community Development Department.

**Register** property that has been vacant more than 30 days. Please see city website for additional information.

**Fees.** Submit an application with appropriate fees. Registration fee and re-occupancy inspection fee. Please refer to the table below. Failure to register may result in administrative registration, special assessments, civil penalties, and/or criminal charges.

#### Fee Calculations

Length of Vacancy	Property Type	Registration	Re-Occupancy Inspection	Total Fee
Up to 1 year <i>*May be reduced to \$100 if NO current or past code violations. On-site inspection required.</i>	Condo	\$400*	\$115	\$515
	Townhome	\$400*	\$195	\$595
	Single Family	\$400*	\$195	\$595
	Duplex (same owner)	\$400*	\$275	\$675
	Triplex (same owner)	\$400*	\$415	\$815
	Fourplex (same owner)	\$400*	\$550	\$950
	<b>Commercial</b> Less than 10,000 sq. ft.	\$1,000	N/A	\$1,000
1 to 3 years	All Residential Property	\$1,000	Not required	\$1,000
3+ years	All Residential Property	\$3,000	Not required	\$3,000
1 to 2 years	<b>Commercial</b> Less than 10,000 sq. ft.	\$2,000	Not required	\$2,000
	2+ years	Less than 10,000 sq. ft.	\$3,000	Not required
1 year or less	More than 10,001 sq. ft.	\$2,000	Not required	\$2,000
1 to 2 years	More than 10,001 sq. ft.	\$5,000	Not required	\$5,000
2+ years	More than 10,001 sq. ft.	\$7,500	Not required	\$7,500

**Vacant Building Inspection.** Call to schedule an inspection of the interior and exterior with access to all areas. Responsible party may meet with the inspector on-site or provide a lock box code.

Exterior violations can include, but are not limited to:

- Garbage and trash accumulation
- Abandoned vehicles
- Unsecured structures
- Broken windows and missing screens
- Building or structure disrepair/defects (missing shingles, peeling paint, deteriorated siding, gutters/downspouts not functioning properly, broken fences)
- Tall grass/weeds, dead trees, brush piles, etc.

**Imminent Public Health/Safety Violations.** Immediately correct any imminent public health and life safety violations, such as garbage accumulation, junk vehicles or other immediate hazards to the public.

**Post Registration Permit.** Post the registration permit on the property in a location not readily visible from the street if possible.

**Maintain Property.** Maintain the property with ongoing maintenance to include, but not limited to:

- Secured from pests or people
- Winterized, if necessary
- Any hazardous materials, garbage, refuse or any other items left on the property removed
- Routine oversight: mowing (grass and weeds maintained to 6" or less), remove illegal dumping/trash, stop mail and newspaper delivery

Certain violations may be corrected by the city. The costs, including administrative fees, will be special assessed to the property if unpaid.

**Rental License.** If the property will be rented out, and the owner does not reside at the property, a rental license will need to be applied for. A rental conversion fee will apply.

**Correction of General Health and Life Safety Violations Prior to Re-Occupancy.** Any health and life safety violations must be corrected before the property may be re-occupied. These items and any outstanding orders must be disclosed to the buyer. The buyer may assume responsibility for correcting these items, as well as other property maintenance code violations. If the buyer assumes responsibility, the buyer must contact the city for the re-inspection prior to moving into the property.

**Final Inspection.** An inspection is required to verify all outstanding health and life safety violations have been corrected, as well as any other code violations. Permits must be obtained as applicable and building inspections completed. Either the seller or the buyer can make the necessary corrections and call for the final inspection. Please see the city website for construction handouts and more information.

Other codes or requirements may apply. Please see the city website at [www.brooklyncentermn.gov](http://www.brooklyncentermn.gov) for more information about city codes, the vacant building program and any available housing programs.