



## VACANT BUILDING REGISTRATION REQUIREMENTS & PROCESS

### REGISTRATION PROCESS

Vacant buildings in the Township must be registered no later than thirty (30) days after any building in the Town becomes vacant as defined in Ordinance number 47 Section 14-1. The property owner is responsible for complying with the annual registration process for as long as the property remains vacant, as follows:

1. Submit the Vacant Building Registration on the form included in this packet.
  - The owner must notify the Code Enforcement Officer of any changes in information supplied as part of the Vacant Building Registration within thirty (30) days of the change.
  - If there is a transfer of ownership in a vacant building, the new owner must register or re-register the Vacant Building within thirty (30) days of transfer. The new owner must comply with the approved Vacant Building Property Plan submitted by previous owner until any proposed changes are submitted and approved by the Code Enforcement Officer.
2. Submit the Vacant Building Annual Registration fee of \$1,100 with the registration form.
  - If the annual registration fee is not received, a written notice of fees will be mailed out with a payment due dated stated. If the fee is not received the amount owed will be assessed to and collected with the taxes for the property as permitted by Minnesota State Statute Chapter 429.
3. Submit the Vacant Building Property Plan on the form included in this packet.
  - The Vacant Building Property Plan requires the plan be completed within a reasonable amount of time up to three hundred sixty-five (365) days.
  - If the plan or timetable for the Vacant Building is revised in any way, the revisions must meet the approval of the Code Enforcement Officer.
4. Schedule the Annual Code Compliance Inspection within sixty (60) days from the Vacant Building Registration.
5. Submit the Annual Code Compliance Inspection fee of \$60.
6. Schedule a Certificate of Occupancy Inspection
  - A Certificate of Occupancy must be obtained prior to the Vacant Building being reoccupied.
7. Submit the Certificate of Occupancy Inspection fee of \$60.

## 8. Certificate of Occupancy Issued

- Items / Issues that would prevent a Certificate of Occupancy being Issued:
  - **Furnace** – Furnace must be operable and providing heat to the dwelling
  - **Water Heater** – Must be correctly installed and operable
  - **Furnace or Water Heater Installed without a Permit or Inspection** - All plumbing and mechanical work must be permitted
    - You may be required to hire a licensed contractor to inspect and pull permits for previously installed equipment per requirements of the Minnesota State Building Code.
  - **Gas or Electric Service** – Service must be “turned on” to property
  - **Wiring / Exposed Wiring** - Dwelling must not have any exposed wiring.
  - **Plumbing** – Dwelling must meet the “Minimum Standards of Habitation” and may not have any broken or damaged water pipes.
    - “Minimum Standard” is defined as a functioning kitchen sink, lavatory sink, water closet, shower or bathtub and proper back flow prevention.
  - **Mold Issues** – A “Mold Remediation” report may be required. (Please discuss plans for mold cleanup with Code Enforcement Officer)
  - **Building must be Weather Tight** – Dwelling must not have any door or window openings that are not covered.
  - **Severe Structural Problems** – As deemed by the White Bear Township Code Enforcement Officer
  - **Life Safety Concern** - Other Items that could be deemed as life safety concern.
  - **Dwelling “Not Habitable”** – Any circumstance deemed by the Code Enforcement Officer that the property is unsuitable for habitation.

## REGISTRATION FEE EXEMPTION

If the building is vacant due to fire, the property owner must submit a request for exemption within thirty (30) days from the date of the fire. When submitting the exemption request the property owner must submit the Vacant Building Registration Form and Vacant Building Property Plan. An exemption granted under Ordinance Number 47 section 14-3.1 shall be valid for no more than ninety (90) days. In the event that the owner of the property, at the time of the fire, transfers any ownership interest in the property, the exemption is immediately void and any new owner(s) will be responsible for paying the required Vacant Building Annual Registration fee of \$1,100.

For more Information please contact the Code Enforcement Officer at 651-747-2750



WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651-747-2750  
Fax: 651-426-2258  
[www.whitebeartownship.org](http://www.whitebeartownship.org)

## VACANT BUILDING REGISTRATION

New Registration    Registration Renewal    Transfer of Ownership    Change of Realtor/ Property Management

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_ Date Building Became Vacant: \_\_\_\_\_

Property Type:  Single Family    Multi-Family    Commercial    Industrial

### OWNER INFORMATION (Individual(s) or Company)

Property Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street Address*

*Suite / Unit #*

*City*

*State*

*ZIP Code*

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### LEIN HOLDERS / OTHER PARTIES WITH AN OWNERSHIP INTEREST INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street Address*

*Suite / Unit #*

*City*

*State*

*ZIP Code*

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### REALTOR AND / OR PROPERTY MANAGEMENT INFORMATION (If Applicable)

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street Address*

*Suite / Unit #*

*City*

*State*

*ZIP Code*

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Permit becomes void if inspection is not scheduled within 60 days of application. Permits issued and inspections made by the Township are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. It is the responsibility of the applicant to call and schedule an inspection. **The undersigned, acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of White Bear Township. I certify that I am the owner or authorized agent and that the answers contained herein are true**

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



## VACANT BUILDING PROPERTY PLAN

NEW PROPERTY PLAN       AMENDED PROPERTY PLAN

VACANT BUILDING ADDRESS: \_\_\_\_\_

UTILITIES:    • Water     On  Off    • Gas     On  Off    • Electric     On  Off    • Winterized     Yes  No

FIRE SPRINKLER SYSTEM:     Yes  No      If yes, does it remain operational? \_\_\_\_\_

PROPERTY STATUS:	<input type="checkbox"/> Listed for Sale	Listing Date: _____
	<input type="checkbox"/> Pending Sale	Closing Date: _____
	<input type="checkbox"/> Being Renovated	Completion Date: _____
	<input type="checkbox"/> All required permits have been issued; or <input type="checkbox"/> Application for all required permits will be submitted by: _____	
	<input type="checkbox"/> Being Demolished	Demolition Date: _____
	<input type="checkbox"/> This building is vacant due to fire damage	Date of Fire: _____
<b>Residential Only:</b>		
<input type="checkbox"/> Code Compliance inspection performed on: _____ Compliance Date: _____ <input type="checkbox"/> Seller to make repairs prior to closing; or <input type="checkbox"/> Buyer to assume responsibility for repairs; or <input type="checkbox"/> Not sure at this time which party will assume responsibility for repairs <input type="checkbox"/> Rental inspection complete on: _____ Compliance Date: _____ Date by which property is to be rented and occupied: _____		
PROPERTY MAINTENANCE CHECKLIST	Owner/Responsible Party attests that the following steps have been or will be taken. For unchecked boxes, you must provide date by which the item will be completed.	
	<input type="checkbox"/> Building is secured against unauthorized entry by persons or pests in accordance with standards of Township ordinance <input type="checkbox"/> All hazardous material or hazardous refuse has been removed <input type="checkbox"/> Water system has been protected from freezing <input type="checkbox"/> Heating facilities properly maintained, removed, or rendered inoperable or maintained per code <input type="checkbox"/> Non-compliant electrical service lines, wiring or fixtures have been removed/disconnected <input type="checkbox"/> Exterior lighting is being maintained and used to illuminate building and walkways <input type="checkbox"/> Owner/responsible party affirms that the property is in compliance with all applicable property maintenance regulations and Township ordinances including, but not limited to the following:	
	<ul style="list-style-type: none"> <li>• Public Nuisances</li> <li>• Exterior Maintenance</li> <li>• Dead/Hazardous Trees</li> <li>• Grass</li> <li>• Vehicles</li> <li>• Graffiti</li> <li>• Animals</li> <li>• Garbage and refuse</li> <li>• Abandoned Pool</li> </ul>	
INSPECTION	Prior to re-occupancy, the Owner or Responsible Party <b>MUST</b> request an Certificate of Occupancy inspection of the vacant building by the compliance official to ensure the building is fit for human occupancy as defined by the Minnesota State Building Code.	
SIGNATURE	Owner/Responsible Party: _____ Date: _____	



## VACANT BUILDING INSPECTION CHECKLIST

STRUCTURAL	CORRECTIVE ACTIONS NEEDED
<ul style="list-style-type: none"> <li>Changes made to trusses, rafters, bearing walls, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>Compromised firewalls</li> </ul>	
<ul style="list-style-type: none"> <li>Openings to the exterior, windows, siding, soffits, that may let weather or animals in</li> </ul>	
<ul style="list-style-type: none"> <li>Unpermitted or uninspected new openings (headers...)</li> </ul>	

MECHANICAL	CORRECTIVE ACTIONS NEEDED
<ul style="list-style-type: none"> <li>Combustion air in mechanical room if required</li> </ul>	
<ul style="list-style-type: none"> <li>Dryer vent materials</li> </ul>	
<ul style="list-style-type: none"> <li>Furnace installs</li> </ul>	
<ul style="list-style-type: none"> <li>Gas lines, open, kinked or installed without permit</li> </ul>	
<ul style="list-style-type: none"> <li>Gas lines secured</li> </ul>	
<ul style="list-style-type: none"> <li>Gas line shut off valve to each appliance (replace only if replacing appliance)</li> </ul>	
<ul style="list-style-type: none"> <li>Ground wire (Jumper) at water meter</li> </ul>	
<ul style="list-style-type: none"> <li>Outside air ducted to return air plenum (OK if tempered or manufacture specs allow)</li> </ul>	
<ul style="list-style-type: none"> <li>Vent clearance from combustibles</li> </ul>	
<ul style="list-style-type: none"> <li>Fire stop collar at floor and ceiling</li> </ul>	

ENVIRONMENTAL	CORRECTIVE ACTIONS NEEDED
<ul style="list-style-type: none"> <li>A mold / asbestos report along with an air quality report must be submitted</li> </ul>	

<b>PLUMBING</b>	<b>CORRECTIVE ACTIONS NEEDED</b>
<ul style="list-style-type: none"> <li>• ABS glued to PVC</li> </ul>	
<ul style="list-style-type: none"> <li>• Damaged pipes</li> </ul>	
<ul style="list-style-type: none"> <li>• Seal abandoned wells</li> </ul>	
<ul style="list-style-type: none"> <li>• Secure sump lid</li> </ul>	
<ul style="list-style-type: none"> <li>• Vacuum breakers on hose bibs</li> </ul>	
<ul style="list-style-type: none"> <li>• Vacuum breakers on lawn irrigation systems (12 inches above highest head in yard)</li> </ul>	
<ul style="list-style-type: none"> <li>• Venting and traps properly installed (no illegal bands)</li> </ul>	
<ul style="list-style-type: none"> <li>• Water heater Pressure Relief Valve drop tube (maximum 18 inches from the floor)</li> </ul>	
<ul style="list-style-type: none"> <li>• Water heater venting</li> </ul>	
<ul style="list-style-type: none"> <li>• Water softener discharge line air gap (1 &amp; ½ Inches)</li> </ul>	

<b>OTHER</b>	<b>CORRECTIVE ACTIONS NEEDED</b>
<ul style="list-style-type: none"> <li>• Electrical to be inspected on every property by a MN State licensed electrician and deemed safe (Inspectors discretion) (See Electrical Safety Checklist)</li> </ul>	
<ul style="list-style-type: none"> <li>• Egress ladder in window well if greater than 44 inches deep</li> </ul>	
<ul style="list-style-type: none"> <li>• Handrails on one side of the stairs (including decks)</li> </ul>	
<ul style="list-style-type: none"> <li>• Guardrails &amp; stairway fall protections (must be stable &amp; sound)</li> </ul>	
<ul style="list-style-type: none"> <li>• Smoke and Carbon Monoxide Detectors</li> </ul>	

<b>RECOMMENDATIONS/ADVISORY</b>	<b>CORRECTIVE ACTIONS NEEDED</b>
<ul style="list-style-type: none"> <li>• Wood burning fireplace inspection by qualified chimney sweep</li> </ul>	

*Please discuss any plans for corrections with the Building Inspections staff to ensure proper permits are in place prior to beginning work.*



## ELECTRICAL SAFETY CHECK

**\*\* This is to be done where it is found that the electrical system in a structure constitutes a hazard to people or property by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons. The AHJ shall require the defects to be corrected to current NEC standards to eliminate the hazard.\*\***

**Based on the Minnesota State Building – and the 2014 National Electrical Code  
Division Policy: # 2013-01 Issue Date: January 7, 2013 (REVISED January 1, 2014)**

- 1. Electric Service Inspection.** If panel appears new (per AHJ-Authority Having Jurisdiction), there shall be an inspection sticker installed on the inside cover of the panel, or an electrical contractor shall pull a permit for the service and deem it correctly installed per the most recent code requirements.
- 2. Electric Service Condition.** The service must not be tampered with, improperly altered, over-fused or over-loaded. No openings (open knock outs) in the service panel. Provide fillers or dead fronts openings. The service box must be properly located and accessible. All branch circuits must have proper sized over-current protection. Only one wire is permitted under each lug. No foreign objects or contamination inside cabinet.
- 3. Basement.** Check above ceiling and on walls for open wiring. All hazardous wiring and all disconnected, exposed wiring must be removed. Minnesota Rules Chapter 3801.3670 & 3801.3680.
- 4. Water meter.** All services must be properly grounded, including bonding around water meters. *Note: The Township Public Works Department DOES NOT install or remove bonding wires around the water meter.*
- 5. Service ground rod.** If electrical service is 5 years or newer, the service must have a minimum of one ground rod. per N.E.C. Article 250.
- 6. Kitchens.** If new cabinets have been installed and/or more counter space was added, the kitchen receptacles shall meet the minimum requirements per NEC Article 210.52.
- 7. Ground-fault circuit interruption (GFCI).** All kitchen, bath, garage, exterior receptacles and any receptacle, within 6 feet of a sink or tub shall have GFCI Protection.
- 8. Ground-fault circuit interruption (GFCI).** If receptacles have been replaced in a kitchen, bath, laundry room, garage, or on the exterior, they are to have GFCI Protection.
- 9. Outside lights.** Outside Lights must be installed by a licensed electrician if the siding has been recently replaced.
- 10. Outdoor outlets.** Outdoor outlets must have working covers and proper screws holding the receptacles in place.
- 11. All outlets.** Plug-check all outlets for grounding, polarity and ground-fault circuit interruption operation.
- 12. Basement wiring.** All basement wiring done without permits or inspections shall be provided with receptacles per NEC Article 210.52 and shall have Arc-Fault Circuit-Interrupter Protection per NEC Article 210.12.
- 13. General wiring.** Remove or correct all wiring not meeting the minimum code requirements.
- 14. Wood trusses.** Make sure Romex is not in contact with truss plates.
- 15. Extension cords.** Extension cords shall not be used as permanent wiring and must be removed if they are deemed as such, or installed in a hazardous manner.
- 16. Garage wiring.** Check all garage wiring. All hazardous wiring and all disconnected exposed wiring must be removed. Minnesota Rules Chapter 3801.3670.
- 17. Garage door opener.** All garage door openers are to have a receptacle that is in reach of the factory installed cord of the garage door opener (motor) itself.

Any questions regarding the above list please call:  
**Mike Johnson** – Code Enforcement Officer / White Bear Township (651-747-2750)