



**Life Safety Division • City of Duluth Fire Department**

615 West First Street • Duluth, MN 55802

Phone: 218-730-4380 • Fax: 218-730-5902

Email: [lifesafety@duluthmn.gov](mailto:lifesafety@duluthmn.gov) • Website: [www.duluthmn.gov/fire/](http://www.duluthmn.gov/fire/)

**One Family Dwelling - Rental License Application Form**

IMPORTANT: READ ALL INFORMATION ON BACK OF SHEET BEFORE APPLYING FOR RENTAL LICENSE

Property Address: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of off street parking spaces provided: \_\_\_\_\_

Rental License Base Fee: \$ 300.00

\$40.00 Fee per Bedroom: \_\_\_\_\_ \* \$40.00 =

\$100.00 Fee for Nonconforming Parking Spot: \_\_\_\_\_ \* \$100.00 =

Conversion Fee: \$1,500.00

Make check payable to CITY OF DULUTH TOTAL DUE:

Contact Information: It is the sole responsibility of the license holder to maintain, and update this office IN WRITING of all changes in your mailing address or phone number(s) to ensure all notices are received promptly. WE ARE NOT RESPONSIBLE FOR UNDELIVERABLE MAIL OR NOTICES THAT RESULT IN THE LOSS OF YOUR RENTAL LICENSE OR PENALTIES ISSUED AS A RESULT OF NONCOMPLIANCE ORDERS ISSUED.

**Owner Information:**

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

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

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Manager shall be considered the owner’s agent and will receive all documents including billing, correction orders, invoices and other correspondences per Sec. 29A-4. Service of notices and orders and Sec. 29A-29 Licenses-application, procedure, type. (Owner Initials Required) Yes \_\_\_\_\_ No \_\_\_\_\_

**Manager Information (A local manager is required if owner does not live within 25 miles):**

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

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

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

I hereby acknowledge that I have completed this application and state that the information contained therein is correct:

**Signature of Owner/Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NOTICE: The information provided in this application is a public record. Incomplete applications will not be accepted. Falsified information may result in revocation of license.

This application is for a license authorizing rental for periods of 30 days or more. For rental periods of less than 30 days, a vacation dwelling unit interim use permit is required, where codes allow.

You are not allowed to rent or advertise this property until your license has been issued.

City ordinance requires that before renting out your home, you obtain a rental license. You must submit a completed rental license application and the required fees. Once all information has been verified, a housing inspector will contact you to schedule an initial inspection of the property. The purpose of the inspection is to identify code corrections necessary. Upon verification that the property meets minimum housing code requirements, the rental license will be issued. If the inspector identifies code violations during the inspection, a re-inspection will be done to verify all corrections have been properly made.

**Conversion Fee:**

A \$1,500.00 conversion fee applies to one family dwellings. It is a one-time fee provided the rental license is maintained.

**Parking Spaces:**

Owners are required to provide a minimum of 2 parking spaces for up to a 3-bedroom home. If you have more than 3 bedrooms, you will need one additional parking space for each additional bedroom. Each parking space needs to be a minimum of 9' wide x 17' long. An inspector will verify this before a license will be issued.

Required for a Rental License:

1 Bedroom – 2 Spaces  
2 Bedrooms – 2 Spaces

3 Bedrooms – 2 Spaces  
4 Bedrooms – 3 Spaces

A code official will require the construction of additional parking if they determine there is space on the rental property to provide or construct the required off-street parking space(s) in conformance with the Code. If it is determined that adequate parking **cannot** be provided, there is a \$100.00 non-conforming parking spot fee for each spot not provided.

**Bedroom Count:**

Rental licenses will be issued for a maximum of 4 legal bedrooms, except those properties which are larger than 2,500 square feet as of July 13, 2017, which will be allowed up the maximum of five legal bedrooms.