



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 • Website: www.duluthmn.gov/fire/

VACANT BUILDING REGISTRATION

PROPERTY ADDRESS

COMMERCIAL PROPERTY

RESIDENTIAL PROPERTY

A. PROPERTY INFORMATION

See attached list/definition of property owner.

OWNER NAME(S)

OWNER PHONE

OWNER MAILING ADDRESS (P.O Box is not an acceptable address)

OWNER E-MAIL ADDRESS

If person registering building is an agent for the owner or other interested party, provide all agent contact information.

APPLICANT NAME

APPLICANT PHONE

APPLICANT MAILING ADDRESS

APPLICANT E-MAIL ADDRESS

B. ACTION PLAN

If person registering building is an agent for the owner, provide all agent contact information.

Sell to new owner

Date listed (or anticipated)

Rehabilitate (Occupy/Rent)

Anticipated Completion Date

Demolish

Removal Date

C. REGISTRATION FEE SCHEDULE

Registration fees are an annual fee and are based on length of vacancy, not ownership.

Year of Vacancy:

1 = \$500.00

4 = \$3000.00

6 + = add \$500.00 to previous year

2 = \$1000.00

5 = \$4000.00

TOTAL \$ _____

3 = \$2000.00

OWNER SIGNATURE (or legal agent)

DATE

Return completed form & fee to the Life Safety address listed above

VACANT BUILDING REGISTRATION INFORMATION

- ***Vacant Building Registration City Code: DCC 10.3.3***
Can be found at https://library.municode.com/mn/duluth/codes/legislative_code
- ***Vacant Building Registration Process:***
The applicant must submit this Vacant Building Registration Form and fees within the required timeframe:
Residential Property- 30 days of assuming ownership of a vacant property, or within 30 days of established vacancy.
Commercial Property- 365 days of assuming ownership of a vacant property, or within 365 days of established vacancy.
- ***Annual Registration Renewal & Fee:***
Registration remains valid for one year from date of registration. As long as the building remains vacant, the owner or responsible party, must renew registration annually, and pay a registration or renewal fee in the amount prescribed in the Vacant Building Registration Fee Schedule. Any unpaid registration fee will be assessed to the property taxes within a calendar year of required registration.
- ***Changes in Information:***
Within 30 days of any change in registration information, the applicant must file an amended Vacant Building Registration Form with the Life Safety Division.
- ***Registration Fee Exemption for approved Restoration Agreement:***
The owner may submit a Restoration Agreement form which states their intention of restoring the property to productive use and occupancy within six months of submission. During this six month time period, the owner is exempt from paying the registration fee, but must comply with all other vacant building registry requirements. If the subject property is not restored to productive use and occupancy within the six month time span, the owner is liable for any fees previously waived. The Life Safety Division may extend the waiver of the registration fee if compelling conditions/ reasonable progress are determined. Any extension request may be denied by the Life Safety Division.
- ***Required Security Measures:***
 1. *Enclose and secure the structure as provided in the applicable Duluth City Code and maintain this condition for duration of vacancy.*
 2. *Ensure that the grounds of the structure, including yards, fences, sidewalks, and driveways are well-maintained and kept free from trash or debris.*
 3. *Ensure adequate maintenance in regards to "Good Neighbor" issues such as grass cutting and quick response to police identified violations.*