



## Short Term Rentals – Applying MN Building Code Requirements

The purpose of this sheet is to provide some information for owners and their design professionals about how Construction Services & Inspections and the Minnesota State Building Code apply to the conversion of buildings to short term rental units. View the step-by-step [Vacation Dwelling Unit Guide](#) for more detailed information regarding Vacation Dwelling Units and Accessory Vacation Dwelling Units.

**Vacation Dwelling Units and Accessory Vacation Dwelling Units** - For rental of an entire unit without the property owner present during the rental period.

### Convert a one- or two- unit Building to one or two Vacation Dwelling Units.

- No architect required.
- No change of occupancy.
- Permit is required to allow use as a Vacation Dwelling Unit, R-3 occupancy per building code.
- Provide floor plans indicating use of each room and number of sleeping spaces in each room, not to exceed a total of 9 guests, and not to exceed 4 bedrooms for the entire unit.
- Provide a site plan showing parking location.
- Comply with Fire Operational Permit & Fire Code requirements.
- Alterations and some repairs require separate submittal of application, plan and permit for the construction work.
- Upon approval of alterations or repairs and approval of Fire Operational Permit inspection, CSI will issue modified Certificate of Occupancy listing Vacation Dwelling Unit, R-3 as approved use. CSI will also issue Operational Permit on behalf of the Life Safety Division.

### Convert any other building or space to a Vacation Dwelling Unit

- An architect is required to prepare a code summary and plans.
- Apply for permit, submit plans, code summary, etc. for change of occupancy with any proposed alterations. Use Commercial/Multi-family process.
- Compliance:
  - Accessibility Code – Architect follow Minnesota Accessibility Code section for existing buildings.
  - Conservation Code –Architect follow selected code path in Conservation Code to determine building code requirements.
  - Fire Operational Permit & Fire Code requirements
- Alterations and some repairs require separate submittal of application, plan and permit for the construction work.
- Upon approval of alterations or repairs and approval of Fire Operational Permit inspection, CSI will issue modified Certificate of Occupancy or Letter of Completion listing Vacation Dwelling Unit, as approved uses. CSI will also issue Operational Permit on behalf of the Life Safety Division.

### **New construction intended to be used for a Vacation Dwelling Unit.**

- One or two units, each unit sleeps up to 9 guests and 4 bedrooms, comply with MN Building Code (Chapter 1305) for R-3 Congregate Living (transient), MN Accessibility Code (Chapter 1341), and other chapters for new construction.
- More than two units, comply with MN Building Code (Chapter 1305) for R-1 Congregate Living (transient), MN Accessibility Code (Chapter 1341), and other chapters for new construction.
- Certificate of Occupancy issued for all new buildings.
- Contact Fire Marshal's office for details on Fire Operational Permit requirements.

**Accessory Vacation Dwelling Units, Limited** - Property owner permanently resides at the unit, but does not need to be present during rental period. A maximum of 9 guests can stay 2 to 7 consecutive nights. The maximum total number of nights rented may not exceed 21 nights per calendar year.

- No architect required.
- No change of occupancy.
- [Accessory Vacation Dwelling Unit, Limited Permit](#) is required to allow use as an Accessory Vacation Dwelling Unit, Limited, R-3 occupancy per building code.
- Provide floor plans indicating use of each room use and number of occupants, not to exceed 9 guests and 4 bedrooms being rented, and site plan showing parking.
- Alterations and some repairs require separate submittal of application, plan and permit for the construction work.
- Upon approval of alterations or repairs (if any), CSI will issue Accessory Vacation Dwelling Unit, Limited Permit, on behalf of the Planning Division. CSI will also issue Operational Permit on behalf of the Life Safety Division.

**Accessory Home Share** - Property owner permanently resides at the unit, and is present during the rental period. A maximum of 4 guests can stay 1 to 29 nights. The maximum number of bedrooms that can be rented is 2.

- No architect required.
- No change of occupancy.
- [Accessory Home Share Permit](#) is required to allow use as an Accessory Home Share, R-3 occupancy per building code.
- Provide floor plans indicating use of each room and number of occupants, not to exceed 4, and site plan showing parking.
- Alterations and some repairs require submittal of plans and permits for the construction work.
- Upon approval of alterations or repairs (if any), CSI will issue Accessory Home Share Permit, on behalf of the Planning Division. CSI will also issue Operational Permit on behalf of the Life Safety Division.