



# 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/)

## 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 = \$1500.00

4 = \$3000.00

2 = \$2000.00

5 + = add \$1000.00

3 = \$2500.00

to previous year

TOTAL \$ \_\_\_\_\_

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](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.

## **CODE COMPLIANCE FOR VACANT COMMERCIAL BUILDINGS**

***Special rules apply for buildings that fall within the guidelines for the Vacant Building Registration as determined by Chapter 10 of the City's Municipal Code:***

***Chapter 10-3.d(4)A.2***

***2. In this Section, a commercial building is deemed a vacant building under one or more of the circumstances:***

***i. Condemned (Note: condemned buildings need a restoration agreement in lieu of this agreement)***

***ii. Unoccupied and unsecured for 120 days or more;***

***iii. Unoccupied and secured by means other than those normally used in the design of the building for 120 days or more;***

***iv. Unoccupied and has multiple housing maintenance, fire or building code violations existing for 120 days or more;***

***v. Unoccupied and an existing owner or lienholder requests registration in accordance with the provisions of this Section; or***

***vi. Unoccupied and secured for over 365 days***

***Chapter 10-3.(D,4d)A.2 The owner shall acquire or otherwise maintain fire, property, and liability insurance in an amount not less than \$300,000 for buildings designed primarily for residential use and not less than \$1,000,000 for any other building, the owner shall name the city of Duluth as an additional insured on said insurance policies. Evidence of this insurance shall be submitted to and approved by the city attorney.***

- ***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 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.