



**City of Brooklyn Center**  
**Community Development**

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[www.brooklyncentermn.gov](http://www.brooklyncentermn.gov)

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## Vacant Building Requirements At-A-Glance

The following information is an overview of the vacant building ordinance and registration requirements. Please refer to City Code Chapter 12 or contact the Community Development Department.

1. **Register.** Register property vacant more than 30 days. Please see city website for application form.
  - **Fees.** Submit application with appropriate fees: a) registration fee and b) property maintenance verification fee. Please refer to the table. Failure to register may result in administrative registration, special assessments, civil penalties, and/or criminal charges.

Fee Calculations				
Length of Vacancy	Property Type	Re-Occupancy Inspection	Registration	Total Fee
Up to 1 year <i>*May be reduced to \$100 if no current or past code violations, onsite inspection required</i>	Single Family	\$195	\$400*	\$595
	Condo	\$115	\$400*	\$515
	Townhome	\$195	\$400*	\$595
	Duplex (same owner)	\$275	\$400*	\$675
	Triplex (same owner)	\$415	\$400*	\$815
	Fourplex (same owner)	\$550	\$400*	\$950
	Commercial	N/A	\$400*	\$400
1 to 3 years	All types	Not required	\$1,000	\$1,000
More than 3 years	All types	Not required	\$3,000	\$3,000

- **Property Plan.** If the property is in satisfactory condition, without ongoing security or maintenance problems, you may complete the property plan as part of the registration form at the time of registering. It is located on the registration application form. (See Property Plan #5 for more information.)
2. **Property Maintenance Verification Inspection.** Call to schedule inspection of interior and exterior with access to all areas.  
 Responsible party may meet with inspector on- site or provide lock box code.
    - Exterior violations include items such as garbage, trash, junk, abandoned vehicles, unsecured structures, broken windows, screens missing, building or structure disrepair/defects (shingles missing, peeling paint, deteriorated siding, gutters/downspouts not functioning properly, broken fence), long grass/weeds, dead trees, brush piles, etc.

## Vacant Building Registration Requirements Overview

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3. **Imminent public health/safety violations.** Immediately correct any imminent public health and life safety violations such as garbage accumulation, junk vehicles, securing properties, or other immediate hazards to the public.
4. **Posting registration permit.** Post registration permit on the property in a location not readily visible from the street if possible.
5. **Property plan.** Unless already completed during the registration process, submit a property plan to the city within 30 days of registration. The Property Plan must state the current condition of property, plan for property (sell, rent, rehab, demolish, etc.). Any change in emergency contact, ownership, or condition of property must be reported to and approved by the city within 30 days. If the property is in an acceptable condition, you may complete the property plan as part of the registration form at the time of registering. If the property has critical or ongoing issues, a more extensive property plan indicating long-term solutions to these issues will be required.
6. **Maintain property.** Maintain property in good condition with ongoing maintenance to include, but not limited to:
  - Secure from pests or people
  - Winterize property
  - Remove hazardous materials, garbage, refuse or any other items left on property
  - Routine oversight-
    - Mowing
    - Remove illegal dumping/trash
    - Stop mail and newspaper delivery
  - Please refer to ordinance for more information
  - Vacant properties must maintain 6" or less in height for grass and weeds

Certain violations may be corrected by the city. The costs, including administrative fees, will be specially assessed to the property if unpaid.

7. **Rental license.** Apply for rental license if the property will be rented out and the owner does not reside at the property. In addition, a rental conversion fee will apply.
8. **Correction of general health and life safety violations prior to re-occupancy.** Any health and life safety violations must be corrected before the property may be re-occupied. These items and any outstanding orders must be disclosed to the buyer. The buyer may assume responsibility for correcting these items as well as other property maintenance code violations. If the buyer assumes responsibility for making corrections, the buyer must contact the city for the inspection prior to moving into the property.
9. **Final inspection.** An inspection is required to verify all outstanding health and life safety violations have been corrected, as well as any other code violations. Permits must be obtained as applicable and building inspections completed. Either the seller or buyer can make the necessary corrections and call for the final inspection. Please see the city website for construction handouts and more information.

If the buyer assumes responsibility for making corrections, the buyer must contact the city within 30 days to verify all corrections have been made.

Other codes or requirements may apply. Please see the city website at [www.brooklyncentermn.gov](http://www.brooklyncentermn.gov) for more information about city codes, the vacant building program, and any available housing programs.