



# Vacant Building Registration Application

3750 Bridge Street NW

St. Francis, MN 55070

Phone: 763-753-2630

Email: [bldginsp@stfrancismn.org](mailto:bldginsp@stfrancismn.org)

Date of Application:	Date Issued:
Check all that apply: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Change in Contact <input type="checkbox"/> Amended Property Plan	

<b>Applicant is:</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Realtor <input type="checkbox"/> Service Co. <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Other		
<b>Property Type:</b>	<input type="checkbox"/> Single Family/ Duplex <input type="checkbox"/> Multi-family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other		
<b>Property Information:</b>	Address:		
	Parcel ID #:		
<b>Owner or Owner's Representative:</b>	Name(s):		
	Address:		
	City:	State:	Zip:
	Phone:	Email:	
<b>Lien Holders or others with Legal Interest:</b>	Name(s):		
	Address:		
	City:	State:	Zip:
	Phone:	Email:	
<b>Local Agent or Management Company:</b>	Name(s):		
	Address:		
	City:	State:	Zip:
	Phone:	Email:	
Property became vacant on:		Expected Date of Re-Occupancy or Demolition:	

<b>Property Plan</b> (check all that apply)	<input type="checkbox"/> For Sale	Listing Date:	Closing Date:
	<input type="checkbox"/> Renovation	Start Date:	Permits Submitted (Y/N):
	<input type="checkbox"/> For Rent	Start Date:	Rental License Applied (Y/N):
	<input type="checkbox"/> Demolish	Start Date:	Demolition Permit Submitted (Y/N):
	<input type="checkbox"/> Property will be maintained per City Code		
	<input type="checkbox"/> Other (Please explain):		

<b>Status of Utilities</b>	
Water (check one): <input type="checkbox"/> On <input type="checkbox"/> Off	Water Shut Off Request (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No
Water meter removed (check one):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electric Service Disconnected (check one):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Natural Gas Disconnected (check one):	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>General Information:</b> <i>"Vacant building" means a building, other than a building under construction pursuant to a valid building permit that is unoccupied for sixty (60) consecutive days. The owner or responsible party shall register a vacant building with the City no later than sixty (60) days after the building becomes vacant. Fees will be assessed on an annual basis. Your permit will arrive by mail at the address listed above after review by the compliance official.</i>
<b>Vacant Registration Fee(s)</b>
First Year: \$125.00 Second Year: \$250.00 Third Year: \$350.00 Fourth Year: \$500.00 Fifth Year +: \$700.00 Administrative Fee: \$100.00
<b>Permit Fee Total: \$ _____</b>

**Purpose and Findings:** The City of St. Francis is enacting this section to protect the public health, safety and welfare by establishing a program for the identification and regulation of vacant buildings. The City finds that vacant buildings are a major cause and source of blight in residential and non-residential neighborhoods. Neglect of vacant buildings, as well as use of vacant buildings by transients and criminals creates a risk of fire, explosion or flooding for the vacant building and adjacent properties. There is a substantial cost to the City for monitoring vacant buildings. This cost should not be borne by the general taxpayers of the community; but, rather, these costs should be borne by owners of the buildings.

**Acknowledgement of Responsibility:** By signing, you acknowledge that you have received a copy of City Code: Chapter 4, Section 7 (Ordinance No. 194, Effective 5/11/14) and agree to abide to the terms therein stated.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Please Print)

Applications may be submitted in person or mailed with payment.  
 City of St. Francis, Community Development Department, 3750 Bridge Street NW,  
 St. Francis, MN 55070