

## Code Compliance Application

Property Address: \_\_\_\_\_

Applicant (print full name) \_\_\_\_\_ as the Owner/Agent/Representative for the Owner/Seller (print owner/seller name) \_\_\_\_\_ of the building described above, hereby requests the required code compliance inspection for above building.

I agree to make arrangements with CPED to have a code compliance inspection team make a physical inspection of the building and to provide access to all areas of the building including attic and basement areas as well as the garage(s) or the accessory buildings if applicable. I am also responsible for making sure the property has been completely cleaned out and free of any furniture, clothing, personal belongings, food stuffs, human waste, animal and/or bird feces/droppings and anything else that may be unsanitary or hazardous and that may prevent a proper and thorough inspection. If at the date and time of the inspection, the property cannot be inspected or accessed due to any of the above conditions or due to a missing, faulty, or non-accessible lockbox, incorrect code given or the Agent/Representative not being there to allow access, a re-inspection fee for each inspector shall be charged and must be paid prior to rescheduling inspection. The re-inspection fee will be charged based on the current Title 5 Fee Schedule for each inspector attending the inspection. All cancellations must be made 48 hours in advance. Cancellations less than 48 hours in advance will be charged a re-inspection fee.

I am fully aware that this property cannot be offered for sale in any way without the code compliance inspection report. It is the responsibility of the owner/seller or agent of the owner to provide and make available a complete copy of the code compliance work orders when offering this property for sale. 248.20(b) Non-compliance with the Ordinance can result in the matter being referred to the Real Estate Ethics Board, Civil Actions and/or MN Dept of Commerce.

OCCUPANCY OF THIS PROPERTY IS NOT ALLOWED UNTIL ALL WORK ORDERS HAVE BEEN COMPLETED, INSPECTED AND APPROVED WITH A CERTIFICATE OF CODE COMPLIANCE ISSUED. \_\_\_\_\_ (applicant must initial)

ADDRESS OF APPLICANT	CITY	STATE	ZIP CODE
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APPLICANT SIGNATURE	PHONE NUMBER	DATE
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EMAIL ADDRESS	LOCK BOX CODE AND LOCATION FOR ACCESS (IF APPLICABLE)
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SINGLE FAMILY \_\_\_\_\_ DUPLEX \_\_\_\_\_ MULTI-UNIT \_\_\_\_\_ (how many?)

Is there a heating plant present: Yes No If so, type: Boiler Gravity Forced Air  
**If no heating plant is present, owner or representative must provide proof of asbestos abatement for removal of the heating plant or provide an aggressive air sampling test (abatement if needed) prior to scheduling the inspection.**

Please complete the application and return it by mail with a check payable to: Minneapolis Finance Department. Mail completed application and fee to City of Minneapolis CPED, Attn: Code Compliance, 505 4th Ave S. #320, Minneapolis, MN 55415. Want more information? Call 612-673-5805 or email [ccs.certificate@minneapolismn.gov](mailto:ccs.certificate@minneapolismn.gov) or visit <https://www2.minneapolismn.gov/business-services/licenses-permits/construction-permits-certificates/construction-code-rules-enforcement/code-compliance/>

**OFFICE USE ONLY**

DATE	TIME	MEET/LOCKBOX