

Required Rehabilitation Scope for City Owned Residential Structures

Thank you for your interest in purchasing a property from the City of Minneapolis for rehabilitation. It is important to us that your finished project is an asset to our city. With this in mind, you will be required to rehabilitate the subject property to this **Required Rehabilitation Scope (RRS)**, along with addressing specific deficiencies. The RRS replaces a Code Compliance Inspection Report and a Truth in Sale of Housing (TISH). In addition, you will be required to submit a **detailed plan** for the necessary repairs required to complete the RRS along with the **associated costs related to those repairs**. The RRS and the **detailed plan** will be combined to be the **Detailed Developer Scope (DDS)**. The DDS will be submitted to CPED for approval and used to apply for the required permits.

- A deposit of \$2000 or 10% of the purchase price (whichever is greater) will be collected by the City at closing. The deposit will be returned after: all items on the DDS are complete; the building is Code Compliant and a Certificate of Completion has been issued.
- The individual obtaining the required Building Permit(s) must see both Zoning and Plan Review and bring their CPED approved scope (DDS) with them.
- Permits will be required for: Building, Plumbing, Heating and Electrical and must be obtained by a licensed contractor.
- The Building Permit shall cover the ENTIRE cost of the rehabilitation. Permit cost will be based on actual dollar value of entire scope approved by CPED.
- Property will be subject to inspection for past unpermitted work completed.
- Additions or expansions require plans drawn by a certified professional draftsman or architect.
- New code(s) shall be applied to areas that are exposed by significant removal of wall/ceiling assemblies.
- Work done by permit must be completed in the Six (6) month time line allowed. A Three (3) month extension is possible if significant progress has been made, for a total of Nine (9) months to complete work done by permit.
- Upon completion of the DDS, call 612-673-5805 or ccs.certification@minneapolismn.gov to set up a final inspection. No final inspections will be scheduled until **ALL** of the required permits have been issued and signed off by appropriate staff. If work is not complete at final inspections, a re-inspection fee may be applied.
- Occupancy of this building is not allowed until all work orders are complete, a Certificate of Code Compliance and/or a Certificate of Completion is issued.
- A CPED Construction Management Specialist will be assigned to your project to ensure satisfactory completion of your project.

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SITE WORK

- Remove existing fences, gaslights, clothes poles or other exterior amenities in deteriorated condition that will not be treated.
- Remove all foundation growth and volunteer brush, stumps and the roots.
- Provide fill and raise the grade around the foundation to provide positive drainage away from structure. Install durable landscape cover.
- Repair any bare dirt areas and areas damaged during construction, including the boulevard areas.
- Replace broken, uneven, projecting or settled sidewalks, driveways and public walks to satisfy City requirements.
- Retaining walls intact and in good repair.

EXTERIOR BUILDING

- When the roof is retained and/or repaired, provide materials to match existing and written certification from a licensed building contractor that the roof (shingles, sheathing, flashing and vents) are functional with a minimum economic life of 10 years remaining.
- When the roof is replaced, all work must be completed to code.
- Repair roof trusses/rafters.
- Repair chimney tuck point, install flashing and masonry cap.
- Exterior wall surfaces: Repair or replace as needed. Where existing wood siding and trim is retained, replace all damaged, rotten and deteriorated wood prior to applying paint or covering.
- Soffits and fascia: Repair or replace as needed. Where existing wood siding and trim is retained, replace all damaged, rotten and deteriorated wood prior to applying paint or covering.
- Repair all exterior finishes to match.
- Steps/stoops: Repair or replace as needed. Insure proper guard rail installed to code.
- Porches/decks: Repair or replace as needed. Insure proper guard rail installed to code.
- Provide a mailbox.
- Provide front and rear address numbers.

GARAGE and ACCESSORY STRUCTURES

- Garage overhead and service doors in safe working order.
- Garage slab intact and repaired to code.
- Garage framing and structural elements intact and repaired to code.
- Exterior elements intact and repaired to code.
- Accessory structures in good repair and to code.

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FOUNDATIONS, FOOTINGS and STRUCTURAL ELEMENTS

- Foundations and Footings. Address issues: Tuck point, buckling, settlement & cracks.
- When there are obvious deficiencies in structural elements (i.e. foundation cracks, bowing, settling and/or attachments) CPED shall require a licensed engineer to verify stability of structural elements, recommend repair and provide a report detailing repair.

BASEMENT

- Basement floors shall be concrete with no tripping hazards or exposed dirt. If floor replaced it must be installed to code.
- Interior basement walls: Remove all deteriorated mortar, brick, block and spalling material from all perimeter foundation walls. Patch to a smooth uniform condition using matching materials. Apply a uniform finish to all foundation walls.
- Minimum finished ceiling height is 6 foot 4 inches for livable space.
- Provide basement or crawlspace ventilation.
- Columns require: proper base, footing and connections.
- Beams require: proper support and connection.
- Joists require: follow code for spacing, notching, proper bearing and size.
- Verify floor joists and rim boards are intact on lowest level of structure.
- Submit a scope of work to address evidence of moisture infiltration, drain tile and sump pump maybe required.
- Structural framing elements to code.

INTERIOR STAIRS

- Repair existing stairs to code.
(Note: New stair construction will need to comply with newest building code for stairs).
- Minimum ceiling/headroom height 6 foot 4 inches.
- Guardrails/railings to code.

INSULATION

- Insulate accessible rim joist areas to code.
- Insulate attic as much as feasible given access to code.

WINDOWS and DOORS

- Primary entry doors shall be serviceable, include a locking knob set or dead bolt lock keyed alike.
- Interior doors shall be serviceable with matching hardware installed.

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- All existing windows, storm windows and screens shall be intact, functional, and in good repair.

WINDOWS and DOORS (continued)

- All windows shall be equipped with locks and lifts, adjusted, weather-stripped, and made weather tight.
- Every bedroom shall have egress to code.
- Safety glazing required in areas designated by code (stairways, landings and bath enclosures, etc).
- Provide shades, drapes or blinds in all bath and sleeping rooms.

INTERIOR and FINISHES

- Repair imperfections and finish all ceilings, walls, trim, closets and any other areas to match surrounding finish, prime and paint, per industry standards.
- All damaged and/or worn floor covering shall be replaced with new or match existing if the entire flooring is not removed, per industry standards.
- Each outside entry door to the house and garage shall have lighting.

PLUMBING

- A licensed plumber must inspect the existing vent and waste and confirm it is intact.
- Repairs are required if waste lines are not vented properly.
- All accessible unused piping must be removed.
- Caulk all fixtures per code.
- Size all missing water piping per code.
- All fixtures shall have water shut off valves.
- If adding fixtures in the basement a back water protection shall be installed when needed.
- Provide one new exterior sill-cock centrally located to reach front and rear yards.
- If the existing sewer system is retained, it shall be cleaned out to the city sewer main—a receipt of work must be supplied. Install a Clean Out, if there is no Main Clean Out.
- If an existing water heater shall be retained, it must be less than 5 years old and owner shall provide written certification from a licensed plumber that the water heater meets code.
- Gas piping shall be of approved material, adequately supported and protected where subject to damage.

ELECTRICAL

- Minimum of 100-amp service per unit with breakers.
- Dwelling to have a minimum of two exterior receptacles for the front and rear.
- Smoke and CO detectors must be installed to code.
- City of Minneapolis Electrical Certification Form required by licensed master electrician.

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MECHANICAL

- If an existing heating plant shall be retained, it must be less than 10 years old and a City of Minneapolis Heating and Ventilation Certification Form must be completed by a licensed heating contractor.
- New forced air furnaces shall be a minimum of 90% efficient.
- Gas burning appliances must be vented per code.
- Kitchen shall have a hood fan, which shall be vented to the outside, where possible. Where not possible, please notify CPED at the time the Detailed Development Scope is submitted for review.
- Bathroom fans are required and shall be vented to the exterior.
- A combustion air (or make-up air) vent may be required by code.
- Provide an exterior vent for clothes dryer.

ENVIRONMENTAL

- Lead Based Paint:** For houses built before 1978, owners are required to ensure that their activities comply with the Environmental Protection Agency (EPA) and MN Department of Health. Provide a lead clearance report completed by a MDH certified lead risk assessor upon completion of renovation activities.
- Asbestos:** Owners are required to comply with EPA and MN Department of Health regulations. Provide a disposal manifest, when applicable.
- Radon:** Test for Radon in the home and provide CPED with report. If the test results exceed EPA standards, install a radon mitigation system.
- Mold:** When mold is observed, owners are required to ensure that their activities comply with the MN Department of Health. Describe in the Detailed Development Scope how mold will be addressed.

For more information about regulations for environmental contaminants present in homes, visit: <http://www.health.state.mn.us/topics/healthyhomes/index.html>