

CODE COMPLIANCE SEQUENCE TO CLOSING

Please call for an appointment PRIOR to coming down to the office

- ◆ Owner/seller or Agent completes application for code compliance inspection and pays fee. (must be received before the inspection will be scheduled)
 - **COST:** Please refer to the Directors Fee Schedule (call **612-673-5805** if you have questions)
 - **Appointments** are scheduled a minimum of 2 weeks in advance
 - THE HOUSE/GARAGE MUST BE COMPLETELY EMPTY AND FREE OF ALL GARBAGE, DEBRIS, FURNITURE ETC., A COMPLETE INSPECTION WILL NOT BE MADE AND A REINSPECTION FEE WILL BE CHARGED FOR EACH INSPECTOR BEFORE A NEW APPOINTMENT WILL BE SET.
- ◆ City inspectors complete the inspection.
- ◆ Minneapolis Inspections Code Compliance section will mail out orders to owner/seller in approximately 10 days.

IF: <u>Owner completes the work:</u> Vacant Building Registration fee requirement must be resolved. Call 612-673-2233, Fax 612-673-2314. Prior to starting any work, the owner must pay the \$2000 deposit, in the form of a Cashiers Check, payable to Mpls. Finance Dept. Call 612-673-5805 to schedule an appointment. A building permit must be pulled to cover the entire cost of the rehabilitation. The value of the building permit is based on a minimum of \$30,000 per unit. Licensed contractors must perform all building, electrical, plumbing, mechanical, and gas work, with proper permits pulled. Occupancy is not allowed until all work is complete and a Certificate of Code Compliance has been issued. If all work is completed and a certificate issued within the required 6 (six) months timeline, the deposit is refunded. Additionally, projects exceeding the timeline are subject to forfeiture. When all work is completed, inspected and approved by City Inspectors, a Certificate of Code Compliance is issued. You must schedule a final inspection through the code compliance office. The Certificate of Code Compliance is valid for only the person it is issued to and is good for 1 (one) year and 1 (one) sale. A Truth in Sale of Housing inspection is not required if you have a Valid Certificate of Code Compliance. Closing can occur.	IF: <u>Property is being offered for sale:</u> A complete copy of All work orders and related forms must be available at the property. Seller is responsible for providing a complete copy of the work orders and related forms to interested parties. <u>Owner enters into an agreement with the buyer for buyer to complete the work:</u> Seller and buyer must fill out <i>code compliance acknowledgement of Responsibility</i>. Buyer must sign. Acknowledgement of Responsibility is submitted to Inspections within 10 days of closing. (fax to 612-673-5814 Attn: Code Compliance). Form is available online at www.ci.minneapolis.mn.us/ccs/code-comp-forms.asp Closing can occur. Buyer completes repairs: See "Owner completes the work". When all work is completed, inspected and approved by City Inspectors, a certificate of code compliance is issued. The Certificate of Code Compliance is valid for only the person it is issued to and is good for 1 (one) year and 1 (one) sale. A Truth in Sale of Housing inspection is not required if you have a valid Certificate of Code Compliance
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- ◆ For more information call 612-673-5805, visit www.ci.minneapolis.mn.us/ccs/codecomp.asp, or Email us at ccs.certificate@ci.minneapolis.mn.us