



**City of Brooklyn Center**

Building & Community Standards Department  
 6301 Shingle Creek Pkwy, Brooklyn Center, MN 55430-2199  
 Ph: (763)569-3330 TTY 711 Fax: (763)569-3360  
[www.cityofbrooklyncenter.org](http://www.cityofbrooklyncenter.org)

Permit No. _____
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Date of Application _____		<b>Vacant Building Registration</b>	
Property Address _____		Lock Box No. _____	
Owner or Owner's Representative	Name:	_____	
	Address:	_____	
	City	State _____	Zip _____
	Phone	Email _____	
Lein Holders or others with Legal Interest	Name:	_____	
	Address:	_____	
	City	State _____	Zip _____
	Phone	Email _____	
Local Agent or Management Company	Name:	_____	
	Address:	_____	
	City	State _____	Zip _____
	Phone	Email _____	
Applicant is:    ___ Owner    ___ Realtor    ___ Service Co    ___ Mortgage Co    ___ Other _____			
Property Became Vacant on: _____		Expected Date of Occupancy _____	
Sheriff Sale Date _____			
Permit SubType	<input type="checkbox"/> Vacant Building Registration	<input type="checkbox"/> Annual Registration Renewal	
	<input type="checkbox"/> 30 Day Pending Registration	<input type="checkbox"/> Administrative Registration	
Property Type	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential

**General Information:**

- The Permit Fee and Inspection Fee are due at time of registration.
- The Registration fee may be reduced by up to \$300 IF there are no code violations on the property. Prior to submitting an application, the responsible party must call 763-569-3344 to schedule a time to meet the Inspector on-site to verify there are no code violations.
- If a property remains vacant for more than one year after registering, an annual registration fee of \$1,000 is required.
- If a property is vacant for more than three years, the annual registration fee of \$3,000 is required.

Property Plan	<input type="checkbox"/> For Sale	Listing Date	Closing Date
	<input type="checkbox"/> Renovation	Start Date	Permits Needed
	<input type="checkbox"/> Convert Rental Property	Start Date	Rental License Applied
	<input type="checkbox"/> Demolish	Remove By	

For the first year of vacancy, a property must acquire both a vacant building registration and re-occupancy inspection. For each additional year a property is vacant, it must be re-registered. An additional re-occupancy inspection fee is not required. However, a property must be reinspected prior to occupancy to ensure the compliance orders are corrected and the property complies with city ordinances. Sellers must inform buyers of correction orders and requirements. Buyers can assume responsibility for corrections, and must contact the City.

Fee Calculations					
Length of Vacancy	Property Type	Re-Occupancy Inspection	Registration	Total Fee	Check Applicable Box
Up to 1 year	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	
				Total:	

**Purpose:** The vacant building ordinance and registration is a mechanism to protect neighborhoods from health and safety hazards and from blight through the lack of adequate maintenance and security of vacant buildings.

**Acknowledgement of Responsibility:** It is the joint responsibility of owner and/or applicable responsible Party(ies) to ensure information is complete and accurate. Failure to comply is a misdemeanor. The Brooklyn Center Vacant Building Ordinance requires the buyer to meet all city codes and conditions of the approved property plan.

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

Title: \_\_\_\_\_

City Use Only

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

***Permits must be submitted in person or mailed with payment.  
Permits will not be accepted via e-mail or fax.***

**E-Permits for vacant building registration are now available on the City of Brooklyn Center website at [www.cityofbrooklyncenter.org](http://www.cityofbrooklyncenter.org)**