

Christopher T. Hearden
Fire Chief

651.204.6043 Phone

651.204.6143 Fax

Christopher.Hearden@cityvadnaisheights.com



The City of Vadnais Heights

800 East County Road E

Vadnais Heights, MN 55127

Fire Certificate of Occupancy Rental Program

Why do rental dwellings need a Rental Fire Certificate of Occupancy?

In 2014, the Vadnais Heights City Council passed Ordinance 658 requiring rental dwellings inspected on an annual basis. Rental dwelling inspections will help to ensure the property is well maintained, safe and sanitary and it complies with city, health, fire and international property housing maintenance codes.

Which rental dwellings need a Rental Fire Certificate of Occupancy?

All rental properties in the City of Vadnais Heights are required to maintain a current Rental Fire Certificate of Occupancy.

How much are the fees? (2022 Fees)

Single Family up to 4-Units - \$75.00 per unit. This includes the initial inspection and one re-inspection.

If code violations still exist and additional re-inspections are required, the fee is \$75.00 for each subsequent re-inspection after the initial re-inspection.

Multi-Unit Residential Buildings (5 units or more) - \$100.00 base fee per building, and \$15.00 per unit. This includes the initial inspection and one re-inspection. If additional re-inspections are required, the fee is \$100.00 per building and \$15.00 per unit requiring a second re-inspection.

When is the fee due?

The Rental Fire Certificate of Occupancy fee is paid at the same time the application is submitted. Fees can be paid online or by sending a check payable to the City of Vadnais Heights. If paying online, a 3.49% processing fee is added.

When will the inspection occur?

A date and time for the inspection will be confirmed after the application has been received and fee is paid.

Will all units be inspected?

All rental properties are inspected annually, with the exception of multi-unit residential properties (5 or more units). The Fire Chief or designee will determine which units are inspected each year. Additional units may be inspected if the Fire Chief or designee determines more are needed to give an accurate rating of the entire rental building.

Does the owner need to accompany the inspector?

The property owner/manager or representative needs to accompany the inspector the entire duration of the inspection.

Christopher T. Hearden
Fire Chief

651.204.6043 Phone

651.204.6143 Fax

Christopher.Hearden@cityvadnaisheights.com



The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

What happens if violations are found during the inspection?

The inspector will send a report notifying the owner of any violations found during the initial inspection. The property owner has 30 days to correct the violations and schedule a re-inspection. The inspector will conduct a re-inspection. If the property passes, a final report and the Rental Fire Certificate of Occupancy will be sent.

If the property fails for the second time, a \$75.00 fee is charged and the inspector will send another report detailing violations. The property owner has 30 days to correct violations, pay fees and schedule a re-inspection.

When will the Rental Fire Certificate of Occupancy be issued?

The Rental Fire Certificate of Occupancy is issued when the building has passed inspection and fees have been paid.

How long is the Fire Certificate of Occupancy valid?

The Rental Fire Certificate of Occupancy is valid for one year and expires 365 days from date of issuance. It is the responsibility of the property owner to ensure the rental property maintains a current Rental Fire Certificate of Occupancy.

Utilities (Sewer, Water, Refuse)

The utilities will remain in the property owner's name. It is the responsibility of the property owner to ensure utilities are paid. Unpaid utilities are certified to the property taxes. Meter readings will be conducted when the property is sold and not between tenants moving in/moving out.

What happens if the rental property is sold?

The Rental Fire Certificate of Occupancy is not transferable. The new owner must apply for a new Rental Fire Certificate of Occupancy within 15 days of taking ownership of the property.

How many renters can I have?

A maximum of 1 family or 4 unrelated adults or 3 boarders can occupy a single-family rental unit.

Where can I find the entire Fire Certificate of Occupancy Ordinance?

Ordinance 658 can be found at www.cityvadnaisheights.com.

Whom should I contact if I have more questions regarding the Rental Fire Certificate of Occupancy Program?

Please contact the Vadnais Heights Fire Department at 651-204-6030.