ONE FAMILY DWELLING

RENTAL LICENSE APPLICATION FORM

CITY OF DULUTH – LIFE SAFETY DIVISION – FIRE DEPARTMENT
615 W 1st Street – Duluth MN 55802 Phone (218)730-4380 Fax: (218)723-4977

IMPORTANT: READ ALL INFORMATION ON BACK OF SHEET BEFORE APPLYING FOR RENTAL LICENSE

OFFICE USE ONLY:
Plat/Parcel _____
Approved/Denied
Date: _____ **By:** _____
Parking verification by staff: _____

Property Address: _____

CHECK ONE:

☐ **SINGLE-TENANT RENTAL LICENSE:** This license limits the number of tenants that may occupy the dwelling to one tenant.

FEES:	Rental License Fee:	$275	($250 base fee plus $25 per unit fee)
	Conversion Fee:	$ 500	
	TOTAL DUE:	**$775**	

☐ **MULTI-TENANT RENTAL LICENSE:** This license authorizes the occupancy of the rental unit by more than one tenant: Multi-tenant licensed one and two family dwellings shall provide a minimum of two legal off-street parking spaces for up to a three-bedroom home. For each additional bedroom in excess of three, an additional off-street parking space shall be provided. In multi-tenant buildings each bedroom constitutes a rental unit. (Diagram on reverse)

Number of bedrooms: _____ Number of off-street parking spaces provided: _____

FEES:	Rental License Base Fee:	$250
	$25 Fee per Bedroom:	_____
	Conversion Fee:	+ $2,500
	TOTAL DUE:	

Make check payable to CITY OF DULUTH

Contact Information: It is the sole responsibility of the license holder to maintain and update this office IN WRITING of all changes in your mailing address or phone number(s) to ensure all notices are received promptly. WE ARE NOT RESPONSIBLE FOR UNDELIVERABLE MAIL OR NOTICES THAT RESULT IN THE LOSS OF YOUR RENTAL LICENSE OR PENALTIES ISSUED AS A RESULT OF NONCOMPLIANCE ORDERS ISSUED.

City Code requires a local manager if owner resides more than 25 miles from rental property.

Owner(s) Name: _____ e-mail: _____

Mailing Address: _____
CITY STATE ZIP

Phone: (work) _____ (cell) _____ (home) _____

Local Manager (if required) _____ e-mail: _____

Mailing Address: _____
CITY STATE ZIP

Phone: (work) _____ (cell) _____

I hereby acknowledge that I have completed this application and state that the information contained therein is correct:

Signature: _____ **Manager/Owner** **Date:** _____

NOTICE: The information provided in this application is a public record. Incomplete applications will not be accepted. Falsified information may result in revocation of license. Return application and fee to: **Life Safety, Fire Dept., 615 W 1st St., Duluth MN 55802**

You are not allowed to rent or advertise this property until your license has been issued.

City ordinance requires that **before** renting out your home, you obtain a rental license. You must submit a completed rental license application and the required fees. Once all information has been verified, a housing inspector will contact you to schedule an initial inspection of the property. The purpose of the inspection is to identify code corrections necessary. Upon verification that the property meets minimum housing code requirements, the rental license will be issued. If the inspector identifies code violations during the inspection, a reinspection will be done to verify all corrections have been properly made.

There are two types of one family dwelling licenses available: **Single-tenant** and **Multi-tenant**. The fees and requirements are different for each. You must first decide based on the information below which type of license you are applying for:

Conversion Fees: Conversion fees are a one-time fee provided the rental license is maintained.

Single-tenant Fee:	$ 500
Multi-tenant Fee:	$2,500

Single-tenant: Allows a property owner to rent their home to one tenant plus their related family members and including their significant other. For example, two unrelated people that are in a romantic relationship, plus any children they may have together or separately would be considered as one tenant. This license type does not require any off-street parking. A single-tenant license is allowed anywhere in the City of Duluth.

Parking Spaces Required for Multi-tenant Licenses:

1 Bedroom – 2 spaces	4 Bedroom – 3 spaces
2 Bedroom – 2 spaces	5 Bedroom – 4 spaces
3 Bedroom – 2 spaces	6 Bedroom – 5 spaces

Multi-tenant: As of July 26, 2012 city ordinance allows a property owner to license up to a 4 bedroom home **provided** there is adequate off-street parking. You are required to provide a **minimum** of 2 parking spaces for up to a 3 bedroom home. If you have more than 3 bedrooms, you will need one additional parking space for each additional bedroom. Each parking space needs to be a minimum of 9' wide x 17' long. An inspector will verify this **before** your application is approved for scheduling. Ordinance exception allows for up to 6 bedrooms provided the property has 3,000 square feet or more on record with the Assessor's Office as of June 9, 2012.