

License & Inspection Fees

Individual unit conversion fee \$500

New single family, twin home, condo, townhouse and manufactured home. Previously expired or closed license more than one year.

Individual unit \$160

(Single family homes, twin homes, condo, townhouse, and manufactured home).

Multi-family dwellings \$135

(Apartments, independent and assisted living).

Apartment complex per unit \$11

(In addition to building charge)

Townhome complex per building \$85

Townhome complex per unit \$11

(In addition to per building charge)

**Manufactured home park \$260
(Only if park owns and rents dwelling units).**

Manufactured home park per unit \$45
(Only for dwelling units owned and rented by the park).

Rental license re-inspection fee for any type of unit \$185

Annual fire inspection common area \$160

Fire re- Inspection fee \$185

Important Note:

This list contains commonly found violations. It is not intended to be a comprehensive list of all violations that could occur. If you have questions about a specific situation, please contact us at 952-895-4440 or visit www.burnsville.org/property

CITY OF BURNSVILLE, MN

Rental Property Inspection Checklist

City of Burnsville

City Hall

100 Civic Center Parkway
Burnsville, MN 55337-3817
Phone: 952-895-4400
www.burnsville.org/property

Rental License & Code Enforcement

Phone: 952-895-4440

Fire Department

9-1-1
Administration: 952-895-4570

Police Department

9-1-1
Administration: 952-895-4600



RENTAL LICENSE & CODE ENFORCEMENT

100 Civic Center Parkway
Burnsville, MN 55337-3817
Phone: 952-895-4440
www.burnsville.org/property

Reviewing your rental units for compliance with this list could save you from costly re-inspections! Rental units include apartments, condos, manufactured home parks and single-family homes for rent.

SINGLE & MULTI UNITS — INTERIOR

Ceiling

Is the ceiling free of water damage, cracks or peeling?

Electrical Issues

Are all outlets/switch plate covers present, secured, and is all wiring concealed?

Is the proper wiring being used? No extension cords, splitters, etc.

Is the electrical panel and/or electrical room labeled and accessible? 3ft clearance to panel and inspection sticker.

Floors

Are floors free of holes, cracks and tripping hazards?

Do bathrooms/kitchens have water tight surfaces?

Food Storage/Preparation

Are cabinet doors/drawers/hardware in good condition?

Is the kitchen sanitary?

Furnace/Air Conditioner

Are heating appliances and air conditioners operable, with secure gaskets and handles?

Are the controls/thermostats easily accessible?

Refrigerator

Is refrigerator operable, with secure gaskets and handles?

Sink/Wash Basin

Do sinks and wash basins have cleanable, water tight surfaces free of chips/cracks and leaks?

Smoke/Carbon Monoxide Detectors

Are working smoke detectors installed in each bedroom, adjacent hallways and on each level?

Are working carbon monoxide (CO) detectors within 10 feet of bedrooms where required?

Stove/Range/Oven

Are burners/oven elements operable and door gaskets in good condition?

Adjacent countertops below stove top cooking surfaces?

Tubs/showers/Toilets

Are washable and watertight surfaces present around the tub, shower, floor and toilet?

Are all plumbing fixtures operating properly?

Ventilation

Are operable bath fans in place if a bathroom window is not present?

Does kitchen ventilation work—mechanical fans or windows open freely?

Is dryer vented through rigid metal or other approved flexible venting materials directly outside? (Plastic venting is prohibited).

Walls

Are walls free of holes or water damage?

Windows/Patio Doors

Do windows and doors open, close and latch freely?

Are they free from leaks, cracks, and peeling paint?

MULTI— FAMILY INTERIOR COMMON AREAS

Emergency Contacts & Fire Dept. Key Box

Are emergency contact numbers up to date?

Does the Fire Department key box contain the appropriate keys?

Fire Extinguishers

Are fire extinguishers present and not expired?

Are extinguisher cases free of broken/chipped glass?

SINGLE & MULTI UNITS — INTERIOR

Building Permits— Required for single family homes

Have the proper building permits been pulled for mechanical, plumbing and electrical items?

Exits and Pathways

Are exits and pathways clear, maintained and usable?

Does all illumination in corridors work?

Fire Safety Features

Are emergency lights, exit signs, fire doors maintained and operable?

Garbage/Recycling

Is a garbage/recycling service in place?

Are containers stored in approved enclosures?

Laundry Rooms

Are laundry rooms maintained?

Are surfaces watertight?

Pool Chemicals

Are pool chemicals stored properly?

Stairs & Guardrails

Is carpeting secure on stairs and are handrails present?

Water Heater

Is the water heater free of leaks/rust?

Is a metal or approved drip pipe in place?

Is it vented properly?

Combustible Storage

Are combustible materials (i.e. paint, gasoline, etc.) being stored properly?

MULTI— FAMILY EXTERIOR AREAS

Dumpsters

Are dumpsters located away from buildings and wall openings?

Fire Lanes

Are fire lanes maintained and posted?

Hydrants and Sprinklers

Are hydrants and sprinkler systems well maintained?

Utility Meter

Are utility meters protected from vehicle damage?

SINGLE & MULTI UNITS — EXTERIOR

Address

Is the building address visible from the street with numbers at least four inches high?

Building Exterior/Yard Maintenance

Is the roof/siding in good condition?

Are sidewalks/steps maintained?

Is the yard/landscaping maintained (mowed or plowed) and free of junk/debris?

Are painted surfaces free of chipping/peeling?

Decks

Do decks over 30" tall have guardrails?

Are decks free of grills?

Are decks structurally sound? Decking/no holes/rotted in decking?

Vehicles/Outdoor Storage

Is the yard/interior free of prohibited items?

All vehicles parked on the property are operable and licensed?