CONDOMINIUM CONVERSION INFORMATION

Minneapolis Department of Inspections
Informational Bulletin

Revised June 2007

Spanish- Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700

Somali- Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500

Hmong-Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800

English- Attention. If you want help translating this information in any other language, call 612-673-3737

Sign Language Interpreter- 612-673-3220 TTY: 612-673-2626

MINNEAPOLIS CODE OF ORDINANCES (MCO) CHAPTER 250

www.ci.minneapolis.mn.us/government/ordinances

Ordinances for Condominium Conversions including:

- Required notice of conversion to Council Member of the ward where the property is located
- Required notice of conversion to Minneapolis Planning Commission
- Required Truth-In-Housing disclosure report for each unit (Chapters 250 & 248)
- Required Professional Opinion for common areas (Chapter 250 & 248)
- Required addressing for units (Chapter 435)
- See also Minnesota Statutes 2004, Chapter 515B regarding condo conversion requirements

SERVICE AVAILABILITY CHARGE (SAC)

www.metrocouncil.org/environment/RatesBilling/documents/2007SAC_procedures-manual.pdf

The Service Availability Charge (SAC) is a fee imposed by the Metropolitan Council—Environmental Services for new connections or increased volume discharged to the metropolitan wastewater system. Apartments (triplex and above) are given a 20% discount from a single family SAC. When apartments are converted to condominiums, each unit is counted as a single family therefore a full SAC is required for each unit. Met Council designates the Regulatory Services Department to collect the updated SAC per Minnesota Statutes chapter 444.025 subd 3c.

SAC Procedure Manual—January 2007
Chapter 5 Section 5.1.1.4
When a dwelling unit changes from a discounted apartment to a condominium, additional SAC (20% of current SAC rate) will be collected.
See example R-4 on bottom of page 9

CONSTRUCTION/FLOOR PLANS AND SITE IDENTIFICATION WORKSHEET

Detailed construction plans and a floor plan is needed to identify all units (whether being converted to condo's or being left as rental units) as well as guest rooms, community rooms and other uses existing or to be remodeled.

A site identification worksheet is available at the Minneapolis Development Review. The completed form must be submitted to Minneapolis Development Review to assign the proper addresses to the building and units per Minneapolis Street Names and Address Standard. Addresses must be obtained before building permits can be issued for remodeling per Minneapolis Code of Ordinances 435.30 & 435.40

FIRE CODE ANALYSIS

Minnesota State Building Conservation Code Section 407 requires that all work areas in any building or portion of a building that is required to have a fire-extinguishing system in accordance with Minnesota Rules, Chapter 1305 shall be provided with an automatic fire suppression system. An exception in Section 407.1 permits the Building Official to accept alternative protection when the building is not a high-rise and does not have a water supply (standpipe) for sprinkler protection available at that floor.

Remodeling of existing apartment buildings (including condo conversions) that meet the exception above and where remodeling work is minor in nature (items such as new wall finishes, replacing cabinets, bath remodeling, refinishing flooring) would allow alternatives to be considered. One acceptable alternative would be for a Minnesota licensed architect to provide an analysis of the building as to compliance with the requirements of the fire code. Building floor plans will be required along with the architect's analysis in order for the plan reviewer to review the plans for a building permit. A sample of the fire code analysis form and information required: is at www.dps.state.mn.us/fmarshal/FireCode/Apartments2000IFC.pdf

TRUTH-IN-HOUSING (TISH)

www.ci.minneapolis.mn.us/inspections/TIH-home.asp

Both the Truth-In Housing disclosure report, for each unit, and a Professional Opinion for common areas are required. These documents must be available and on-site for all potential buyers starting at the time of listing/advertising units for sale.

The truth-in-housing disclosure report provisions of Chapter 248 of the Minneapolis Code of Ordinances shall apply to sales by declarants of individual residential units in conversion condominiums per Minneapolis Code of Ordinances 250.120. The disclosure report shall identify all required repair/replace items pursuant to section 248.70. A professional opinion on the present condition of all heating, water, gas, electrical, plumbing, structural, and roof systems located or servicing common areas of the conversion condominium must also be provided per Minneapolis Code of Ordinances 248.70(6) which states that: the disclosure report shall include certification that a professional opinion prepared by a professional architect or engineer, licensed in this state, describing the following was available to prospective purchasers in first time condominium conversions: present condition of all structural components, including the age and condition of the roofing system; present condition of all common mechanical, electrical, heating, water, gas, plumbing, and fire safety installations located in the building, including systems located in and/or servicing the common areas of first time condominium conversions; and a statement regarding the expected useful life of each installation, system, or structure, or facility noted above.

RENTAL LICENSING

MCO 244.2010 requires that you notify the rental licensing office when you convert rental units to owner-occupied condo units. Any units not converted, or, converted units that are not owner-occupied and rented will still need a rental license. You may be eligible for a pro-rated refund of rental license fees paid. Call 612.673.5856 or 612.673.2324 for more information.

PERMITS

- **PERMITS ARE TO BE ISSUED <u>BEFORE</u> WORK BEGINS**
- **DOUBLE FEES FOR THE PROJECT WILL BE INCURRED IF WORK BEGINS WITHOUT THE APPROPRIATE PERMITS BEING ISSUED**

Here are some of the more common items that need a permit:

<u>BUILDING PERMIT</u> is needed when there is: interior demolition, kitchen or bath remodel, replacement or installing new windows, siding, roofing, decks, an increase or decrease to the number of referenced units, changing size/adding/removal of walls/closets etc. (load bearing and non-load bearing), installing egress or glass block windows, changing/replacing of the floor components (wood, tile, carpet, etc--this may affect sound transmission), and the repair or replacement of interior or exterior stairs.

PLUMBING PERMIT is needed when replacing or installing fixtures such as: kitchen sinks, dishwashers, disposals, ice makers, washers, bathroom sinks, toilets and tub/shower; for installing water piping, water heaters and connecting gas appliances (stoves, dryers, fireplaces, etc.). *PLEASE NOTE all plumbing work must be done by a City of Minneapolis licensed plumber.*

ELECTRICAL PERMIT is needed when doing any wiring, adding circuits, replacing, moving or installing lighting fixtures/ceiling fans etc., upgrading the service, and changing the electrical box from fuses to breakers. This includes work done in the common areas as well as the individual units. *PLEASE NOTE that all electrical work must be done by a licensed electrician.*

MECHANICAL PERMIT is needed when replacing, making changes or installing boilers, furnaces, radiators, baseboard heat, A/C, duct work and all associated piping; any connection of gas heating appliances to the gas piping and/or the flue to the chimney. *PLEASE NOTE that all mechanical work must be done by a City of Minneapolis licensed heating/air/ventilation contractor.*

STREET USE PERMIT is needed when placing a dumpster or personal storage container on a street or public right-of-way. *PLEASE NOTE only City of Minneapolis licensed solid waste haulers or wrecking contractors (class A or B) may obtain this permit. For personal storage containers, the container company is responsible for obtaining the permit.*

Zoning approval is required:

Survey of property and/or site plan for property is needed for installing an egress window, addition to the structure, new/replacement deck, new/replacement stairs & stoop, new/replacement porch, new/replacement detached garage, sometimes a fence. This is not a comprehensive listing of projects, if you are not certain if your project will require zoning approval, please call 311(Minneapolis) or 612.673.3000(outside 612 area code).

Plan Review approval is required to obtain a permit:

Two copies of drawings/plans (drawings/plans should be detailed and have accurate dimensions) are needed for any structural alterations, replacements or additions such as decks, stairs, additions, adding rooms (habitable space) to the basement or attic, installing replacement or egress windows, flat roofs, or building a garage, . This is not a comprehensive listing of projects, if you are not certain if your project will require zoning and/or plan review approval, please call 311(Minneapolis) or 612.673.3000(outside 612 area code).

Process for Obtaining a Permit

- Bring the required information/plans to the Minneapolis Development Review (MDR)
- Sign-in at the counter. MDR staff will do a brief review and discuss your project and the process with you. They will then direct you to the appropriate section that will begin your permit (zoning, plan review or permit issuance).
- Once you receive all your approvals, you will proceed to the permit issuance counter to pay and obtain your permit. Do not forget to ask for your parking token.

OR

You will proceed directly to the permit issuance counter, if you do not require zoning or plan review approval, to pay and obtain your permit. Do not forget to ask for your parking token.

Please Note: Walk-in waiting times vary based on the number of customers waiting to see each section. Also, depending the complexity of your project, you may need to leave your plans for approval, gather more required information or submit a more detailed plan and therefore not receive your permit the same day.

After the permit(s) have been issued:

Have the building permit, permit record card and the stamped approved plans at the project site for your inspector. If the project requires additional permits (electrical, plumbing, mechanical) they should also be at the site and readily available for inspectors. Please note that it is the responsibility of the permit holder to call for the required inspections at the appropriate times. If you have any questions about when inspections are needed, please call your Inspector listed on the permit.

Phone Numbers: Zoning, Minneapolis Development Review, and Permit Issuance-call 311 (in Minneapolis) or 612.673.3000

City of Minneapolis Website: www.ci.minneapolis.mn.us

Minneapolis Development Review Website: www.ci.minneapolis.mn.us/mrd
Helpful information, permit application forms and fees are on the website.

PARK FREE in the surface lot on 3rd Street behind the Public Service Center-watch for signs. Bring your ticket to Minneapolis Development Review to exchange for an exit token.

How to find a licensed contractor:

Residential General Contractors and Electrical Contractors are licensed by the State of Minnesota Department of Labor and Industry.
Further information can be found at: www.DOLI.state.mn.us.

Plumbing, Heating/Ventilation/Air Contractors, Solid Waste Haulers(for dumpsters), Wrecking Contractors(for dumpsters) and Personal Storage Container Companies are required to be licensed by the City of Minneapolis. Further information can be found at: www.ci.minneapolis.mn.us/mdr or call 612.673.2080 to verify licensing.