



City of Osseo

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Rental Licensing and Inspection Program

The City of Osseo has recently updated its Rental Licensing and Inspection Program. In accordance with the City's Strategic Plan, the purpose of updating the Program was to clarify the expectations to property owners in order to provide safe, structurally sound, and well-maintained rental facilities in the City of Osseo. The City is now partnering with the City of Brooklyn Park to provide rental inspection services.

The rental inspections will be done in accordance with the recently adopted 2006 International Property Maintenance Code (IPMC). The IPMC is a consistent, comprehensive, and compatible property maintenance document that is meant to be used with other codes as adopted by the State of Minnesota. Prepared forms, checklists, and Certificates of Compliance will be used to provide consistency and uniformity in licensing and inspection of rental properties. The Certificate of Compliance will be used to obtain a license---which will ensure that all rental properties meet the provisions of the IPMC prior to licensure.

Licensing and Inspection Process

Single family, duplex, triplex, townhome, and condo rental license applications will be sent out at the beginning of September of each year, starting this year. Inspections will then be completed early in the following year.

Small and large apartment licenses will be sent out on June 1st of each year. Licenses and fees will be due on July 1st of the same year (See Fee Schedule). Inspections will then be completed later in that same year.

All single family, duplex, townhome, and condo rental property will be inspected annually and a third of all apartment units will be inspected annually (100% of a building every three years). Common areas and boiler rooms in apartment buildings will be inspected every year, as well. Please note that the owner or owner's representative shall be present for all inspections and proper notice of the inspection shall be given to the tenant by the owner.

Policies

In general, the Rental Housing Licensing and Inspections Program policies are as follows:

- Inspections will be conducted in a courteous and tactful manner.
- Privacy rights will be respected.
- Inspections will be scheduled from 8:30 a.m. to 2:30 p.m.
- Scheduled inspections will not be compromised.
- Communication with owners and managers will be a priority.
- Information/results from inspections shall be shared with appropriate individuals as needed.
- Inspections will be consistent and fair.
- Non-maintenance related issues (i.e. Disorderly Conduct) shall be referred to the appropriate responding agency or department as needed.
- Justified complaints will be responded to in a timely manner.
- Further refined policies shall be established by the Building Official.

Contact City Planner Jeffrey Dahl at 763.425.1454 or jdahl@ci.osseo.mn.us with any questions or comments.

2009 Rental Licensing Fee Schedule

Type of Dwelling	Annual Fee (1-2 insp.)	Annual Fee (3 Insp.)	Annual Fee (4 insp.)	Annual Fee (5 insp.)	Annual Fee (6-8 insp.)
Single Family Detached (each)	\$150	\$200	\$300	\$500	\$1,000
Double Bungalow (each)	\$150	\$200	\$300	\$500	\$1,000
Triplex (each)	\$150	\$200	\$300	\$500	\$1,000
Townhouse (each)	\$150	\$200	\$300	\$500	\$1,000
Condo (each)	\$150	\$200	\$300	\$500	\$1,000
Small Apartment (2-9 units)*	\$180	n/a	n/a	n/a	n/a
Large Apartment (10+ units)*	\$20 (per unit)	n/a	n/a	n/a	n/a

*Re-inspection fee for apartments is \$50 per inspection per unit.

Other Fees:

- If application and fee is not submitted by license due date, late fees apply (1-15 days late = 50% of license fee, 16+ days late = 100% of license fee).
- Point of Conversion Fee: \$500