

CITY OF PLYMOUTH

NEW RENTAL DWELLING LICENSE INFORMATION

WHAT IS A RENTAL DWELLING LICENSE?

The rental dwelling license is a document required by the City for all rental dwellings, single family through multifamily. The license verifies that the property is registered for occupancy and has met the minimum requirements set forth by the City for rental units. The major requirement for licensing is that the property is inspected for health and safety concerns, and that all corrections are completed.

WHEN IS A LICENSE REQUIRED?

A rental dwelling license must be obtained prior to operating (charging rent or other form of compensation) any rental dwelling having one or more living units. A rental dwelling license is valid for three years from the effective date of the license for one and two family dwellings and condominium dwelling units, and annually for all other rental dwelling types.

HOW MUCH DOES IT COST?

License fees are \$150.00 for a single family dwelling, \$225.00 for two family dwellings, \$150.00 for condominium dwelling units, \$100 for three family dwellings, and \$125.00 for four family dwellings, and \$100.00 per complex plus \$6.00 per rental unit for 5 or more dwelling units.

WHAT IS A RENTAL COMPLEX?

A common owner of one or more buildings contained within a single development project.

HOW DO I APPLY FOR A RENTAL LICENSE?

Rental dwelling license application forms are available at City Hall or online at <http://www.plymouthmn.gov/>. A rental dwelling license application form must be completed and submitted to the City along with the payment of the required license fee.

WHAT HAPPENS AFTER AN APPLICATION AND FEE HAVE BEEN SUBMITTED?

The City will contact the property owner or the designated person responsible for maintenance to arrange for an inspection of the rental property. Once the inspection has been made and no violations are found, the City will issue the rental dwelling license.

If any violations were found present, the property owner or responsible person will receive a temporary license together with a letter and associated inspection report detailing the code violations observed, including a time frame for compliance. The property owner or designated person responsible for maintenance must correct the violations and schedule a reinspection of the rental property within the time frame specified. Once all violations are properly corrected, the City will issue the rental dwelling license.

WHAT DOES THE INSPECTOR LOOK FOR?

The inspector is looking for hazards to health and safety, as well as conditions that would cause deterioration of the property. Any items that violate today's code, but were acceptable under the code for the year the building was constructed, will not be cited unless the item poses a hazard.

MANDATORY CRIME FREE MULTI-HOUSING TRAINING

If a property owner or designated person responsible for maintenance of a rental unit owns or manages more than one rental property in the City of Plymouth, they must complete a Crime Free Multi-Housing Training program offered by the City's Police Department, or a similar program approved by the City's Police Department. This training must be completed before the license for a dwelling is renewed. Refresher courses are required for managers or owners or own or manage five or more rental units every three years thereafter if the dwelling continues to be a rental dwelling.

This mandatory training must be completed prior to rental license renewal.

HOW DO I RENEW MY RENTAL LICENSE?

The City will mail a rental dwelling license renewal application to the property owner or responsible person 90 days prior to the expiration date of the license. The application form must be completed and returned to the City along with payment of the required license fee (and a copy of your crime free multi-housing certificate if required) at least 60 days prior to the expiration date of the license.

Once the completed application form and license fee have been received, the City will contact the property owner or the responsible person to arrange an inspection of the rental property, if an inspection is required. If no inspection is required, the City will issue the rental dwelling license prior to the current license's expiration.

If an inspection is required and code violations are found present, the property owner or responsible person must correct the deficiencies and contact the City to schedule a reinspection of the property

ARE THE LICENSES TRANSFERABLE?

No.

ARE THE LICENSES REFUNDABLE?

No.

WHERE CAN I GET MORE INFORMATION?

Contact our Community Development Department at 763-509-5430.

For Crime Free Multi Housing – contact Community Relations Officer James Long at 763-509-5147.

ADOPTION OF THE PROPERTY MAINTENANCE CODE

City Code Section 405 adopts by reference the 2012 Edition of the International Property Maintenance Code with amendments. It includes all aspects of the building from the structure to electrical, plumbing, mechanical and fire concerns, as well as property site conditions. You can examine a copy of the International Property Maintenance Code at the Community Development Department at City Hall.