

## License & Inspection Fees

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**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](http://www.burnsville.org/property)*

CITY OF BURNSVILLE, MN

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# Rental Property Inspection Checklist

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### City of Burnsville

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**City Hall**

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

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### **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**

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- 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/exterior free of prohibited items?
- All vehicles parked on the property are operable and licensed?