

**Rental Dwelling Unit License Application**Date: 

**For inspections, please call  
Metro West  
at 763-479-1720**



City of Waconia  
201 South Vine Street  
Waconia, MN 55387  
Phone: 952-442-2184  
Fax: 952-442-2135  
www.waconia.org

**\* Please Call 952-856-4478 If You No Longer Have A Rental Unit**

**Owner Information**

Name:

Address:

City:  State:  Zip:

Phone:

Email:

**Rental Site Information**

Address:

City:  State:  Zip:

# of Units:  # of Buildings:

**Rental Fee Information**

Rental Dwelling Annual License	\$10.00 per Building
Rental Dwelling Bi-annual inspection	\$50.00/unit
Second and subsequent follow-up inspections	\$60.00/hour

**Office Use Only Below This Line**

Inspection Date:

License Issued:

Rental OK:

License Number:

**Comments**

**License/Inspection Fees:**

(101-32000-200)/(101-32210-200)

Amount Paid:

Receipt Number:

Date of Payment:

**Type of Application**

New:

Renew:

Transfer:



## City of Waconia Notice To Rental Property Owners

According to the League of Minnesota Cities Utility Requirements for Rental Properties; "A city water utility may enact an ordinance making landlords, as owners of property, responsible for tenants' utility charges because the landlord allows or requests connection of the property to the utility and lets the tenants use the service. In previous years, the City of Waconia has allowed the tenant to put the utility bill in his/her name and to send the landlord/property owner a copy of the utility bill.

In an effort to align the City of Waconia ordinance with the above League of Minnesota allowances, amendment no. 615 was created to Section 410.06 of the water system provisions. The revision was passed on March 2, 2009 by the Waconia City Council and is read as follows:

"An account is a record of utility services used by each property and the period costs for those utility services. **All accounts shall be carried in the name of the owner of the property.** Proof of ownership is required. The owner shall be liable for all utility services to include water, sewer, stormwater, street lighting and irrigation services whether he or she is occupying the property or not, and any unpaid charges shall be a lien upon the property. No account will be established in the name of a tenant or other non-owner of the property at any time. Utility accounts are required to be established in accordance with Federal Trade Commission (FTC) Rule 16 CFR Part 681 Identity Theft Red Flags and Address Discrepancies Under The Fair and Accurate Credit Transactions Act of 2003"

A copy of the ordinance changes can be found online at [www.waconia.org](http://www.waconia.org) under the ordinance tab. For complete water ordinances including; the fee schedule, penalty assessments, and payment plan options please review section 410 of the ordinance for all provisions. Any further questions, comments or concerns can be directed to [utilitybilling@waconia.org](mailto:utilitybilling@waconia.org) or call 952-442-2184.

# \*\*\*\*ATTENTION\*\*\*\*

## Smoke/Carbon Monoxide Detectors

It is the responsibility of the landlord to make sure that the smoke/carbon monoxide detectors are in good working condition at all times. Tampering with, disabling, or removal of a smoke detector is a criminal offense and is punishable by law.

If smoke/carbon monoxide detectors are found to be inoperable at the time of the initial rental housing inspection, corrections must be completed immediately and re-inspected within three (3) working days. Failure to do so will impose a penalty of \$50 fine and an additional charge of \$5.00 per day, commencing on the day after the third day of the re-inspections period. Charges will continue until the corrections are made and have been re-inspected.

The initial inspection and one (1) re-inspection are covered in the Rental Housing License Fee. Any additional inspections such as smoke/carbon monoxide inspections are normally conducted at an additional fee of approximately \$40.00 per inspection. This amount will be charged to the landlord when the Rental Housing License is picked-up.

### **REQUIREMENTS FOR SMOKE AND CARBON MONOXIDE DETECTORS**

- 1) Smoke detectors are required in each sleeping room, outside separate sleeping area in the immediate vicinity of the bedrooms and on each story of the dwelling.
- 2) Wall mounted detectors should be located inside an area not more than 12" and not less than 4" from the ceiling.
- 3) Ceiling mounted detectors should be no closer than 4" from a side wall or peak of a vaulted ceiling.
- 4) Carbon monoxide detectors are to be located within 10' of each room lawfully used for sleeping purposes.

## **PRE-RENTAL INSPECTION CHECKLIST**

Note from the inspector: The following provides information regarding many of the items that may be inspected during the initial rental housing inspection. (This list is not limited)

*\*\*\*\*Please pay particular attention to smoke detectors.*

### **Entry**

1. The building address/number shall be a minimum of 4" in height, contrasting in color.
2. Each unit identification shall be posted on or near the entrance door of the unit
3. A clear entrance/exit path must be maintained
4. Door locks
  - a. A dead bolt, keyed on outside and a thumb turn on the inside shall be installed in the entrance/exit doors of each unit.
  - b. Building common area exit doors with locks on them shall have a panic bar lock system or similar quick release locking system on the inside of the door.
5. Stoops, steps, landings, sidewalks, walkways, driveways, and parking areas shall be in a state of proper repair and maintained free from hazardous conditions.

### **Kitchen**

1. Faucets
  - a. Operate properly – hot on left, cold on right, and operate smoothly
  - b. Proper flow
  - c. Proper temperature for both hot ( not scalding) and cold
  - d. Aerator functions correctly
  - e. No leaks or dripping
2. Electrical
  - a. Switched light in the ceiling
  - b. GFCI receptacle within 6 feet of the sink
  - c. Extension cords – correct size for amperage of the appliance being supplied
  - d. Multi-plugs grounded 3 pin/hole type
3. Counter top space must be of adequate space to properly allow for the preparation of food

### **Living / Dining Room**

1. Electrical
  - a. The use of power strips are preferred instead of multi-plugs
  - b. Extension cord are to be used on portable appliances only
2. Window and Patio Doors
  - a. Must function easily and seal correctly
  - b. Screens must be in good condition

### **Bathrooms**

1. Electrical

- a. Shall have a switched light fixture
  - b. Shall have a functional bath fan or operable window with screen for ventilation
  - c. All receptacles within 6 feet of the sink, shower, or bath tub shall be GFCI
2. Tub/Shower enclosures shall be caulked, in good repair, and free of leaks
  3. Floor must be hard surfaced and easily cleanable

### **Bedrooms**

1. Smoke Detectors – See attached Smoke Detector Handout
2. Screens – all window shall have screens in good condition
3. Electrical
  - a. Each bedroom shall have a switched light fixture in good condition
  - b. Multi-plugs of the grounded 3 pin/hole may be used but power strips are preferred
  - c. Extension cords of proper wire size may be used for portable appliances only

### **Utility Area**

1. A switched light fixture in good condition
2. Electrical panel
  - a. Tenants shall have access to their electrical panel
  - b. All electrical panels all have a clear path of 30 inches wide leading to them
  - c. No open circuit breaker knockouts
3. The heating appliance shall be in good condition and function as designed
4. A clear path leading to the heating system and water heater is required
5. Storage of any items closer than 36 inches to the heating system or water heater is prohibited.

### **Laundry Rooms**

1. Electrical
  - a. A switched light fixture
  - b. A GFCI receptacle is required within 6 feet of a sink
  - c. A common laundry room required a smoke detector and carbon monoxide detector.
2. Dryer
  - a. A vent has to be metal, smooth on the inside, (no plastic allowed) 4" diameter minimum
  - b. Joints must be sealed with appropriate metal foil tape. Screws are prohibited

### **General Information**

1. Thermostat – a functional thermostat is required in all rental units as required by code official.
2. Fire Extinguisher – All rental units shall be equipped with a 5 pound fire extinguisher with a minimum rating of 2A10BC. The extinguisher shall be located within the individual dwelling unit of in a common hallway or corridor within 50 feet of the dwelling unit door.
3. Fire Extinguishers shall be serviced and tagged annually
4. Electrical receptacles ( duplex outlets)
  - a. When installed within 6 feet of any sink, tub or shower or when installed outdoors shall be of the GFCI (grounded fault circuit interrupter) type. Receptacles used outside shall have a sealed cover over the receptacles protecting them from the elements