

ORDINANCE NO. 2023-

Motion By:
Seconded By:

AN ORDINANCE AMENDING 2023 FEE SCHEDULE

The Corcoran City Council ordains as follows:

Section 1. Purpose.

The Corcoran City Council has determined that the fees to be charged by the City for development, inspections, and other related services shall be adopted by ordinance.

Section 2. Amendment of the 2023 Fee Schedule.

The fees to be charged by the City of Corcoran for 2023 are listed on the attached City of Corcoran 2023 Fee Schedule, (copy is available at City Hall); that said fee schedule is hereby adopted and retro-effective on January 1, 2023.

Section 3. Continuation/Amendment.

Any amendment to the fee schedule shall be made annually, or more often if necessary, by ordinance; if there are no amendments to the fee schedule, the most recently adopted fee schedule ordinance shall remain in force and effect until amended.

Effective Date. This Ordinance shall be in full force and effect upon its publication and passage.

ADOPTED by the City Council on the 22nd day of June, 2023.

VOTING AYE

- ☐ McKee, Tom
- ☐ Bottema, Jon
- ☐ Nichols, Jeremy
- ☐ Schultz, Alan
- ☐ Vehrenkamp, Dean

VOTING NAY

- ☐ McKee, Tom
- ☐ Bottema, Jon
- ☐ Nichols, Jeremy
- ☐ Schultz, Alan
- ☐ Vehrenkamp, Dean

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

CITY OF CORCORAN
2023 FEE SCHEDULE
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CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Records & Service for City Document (Includes Tax)		
Assessment Search from County	25.00	
USB Flash Drive	10.00	
Interest charge on 30 day past due Escrow accounts	0.10	
Notary Fee - per document	1.00	
Candidate Filing Fee	10.00	
Code Books		
Code Book (Codes/Zoning/Subd) Binder	65.00	
Municipal Code Only	65.00	
Subdivision Code Only	35.00	
Zoning Code Only	35.00	
Comprehensive Plan Book Printed - special order	100.00	
Copies		
Copies black/white - up to 8 1/2x14 per page	0.25	
Copies black/white - 11 x 17 per page	0.55	
Copies Color up to 8 1/2x14 pp	1.00	
Copies Color 11x17	1.50	
Copies Oversize (Larger than 11X17) - Special Order	Varies	
Labor/Staff Research		
Data Request Retrieval Cost per hour		Salary of the lowest-paid entity employee who can complete the task
Normal Business Hrs (1 hr minimum) per hour	65.00	
After Hours (1 hr minimum) per hour	100.00	
Late Fees / Penalties / Cancellation		
Returned Check Fee	35.00	
ACH Return / NSF (non-sufficient fund) Chargeback	35.00	
Delinquent Fee	10.00	
Permit Cancellation Fee	25.00	
Processing Fees		
Recreation Credit Card Processing Fee - Transactions under \$100.00	N/C	
Recreation Credit Card Processing Fee - Transactions over \$100.00	3.49% less \$3.49	
InvoiceCloud Credit Card Processing Fee - Utility Bills	1.25%	
InvoiceCloud Credit Card Processing Fee - Building Permits	3.25%	
InvoiceCloud Credit Card Processing Fee - Miscellaneous	2.50	
Maps		
Color Maps - on cardstock	3.00	
Oversized or Laminated - special order	Varies	
Topos - special order	Varies	
Recycling Fee		
Recycling Fee - Annually	51.42	
Recycling Delinquent Fee	10.00	
Recycling Provider Late Fee	1.5% per month	
City Park - Picnic Facility		
Group 1 (Local Non-Profit Groups): NW Area Jaycees, Corcoran Lions, Pioneer Society, NW Trails, Corcoran Garden Club, Corcoran Bee Club, St. John's Lutheran School *Damage deposit required	N/C	
Group 2: Corcoran Residents *Damage deposit required	10% Discount	
Damage Deposit - Required for All Rentals / Amenities	350.00	
Pavilion Rental Fee	100.00	
Soccer/Football/Baseball - per field (per hour usage minimum 2 hours)	22.00	
Lights (Lions Field only) - Additional per game	30.00	
Scoreboard and PA System (Snyder Field only per game)	25.00	
Tennis Courts - All courts 2 hour usage	15.00	
Engraved Memorial Bricks (tax included)		
4 x 8 Engraved Brick	50.00	
12 x 12 Engraved Brick	100.00	
Engraved Stone (Large)	135.00	
Engraved Stone (X-Large)	175.00	
48" Maintenance Free Bench	Varies*	
Concrete Bench - 22 Characters	Varies*	
Granite Bench	Varies*	
*Product and prices subject to change with vendors		
Administrative Fees-- City Facility Rentals		
Mutiple Date Change Fee (1 Date Change Per Year Free)	10.00	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Licenses & Miscellaneous Permits		
Liquor/Tobacco/Lawful Gambling License/Permit		
Temporary 3.2 Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary 3.2 Malt Liquor License - Annual Max	100.00	
On Sale 3.2 Malt Liquor	100.00	
Off Sale 3.2 Malt Liquor	25.00	
Investigation (New/Transfer License)	100.00	
On Sale Intoxicating Liquor	4,000.00	
On Sale Wine	2,000.00	
Off Sale Intoxicating Liquor (Fee limited by State Law)	150.00	
Sunday Sale Intoxicating Liquor (Fee limited by State Law)	200.00	
Investigation Fee (New/Transfer License)	300.00	
2:00 am Closing	Paid to State	
Tobacco License	150.00	
Fireworks Permit-Per Event	50.00	
Hobby Kennel - Annual Fee	75.00	
Exempt Gambling Permit - Held at Non-Premise Permitted Site	N/C	
Exempt Gambling Permit - Held at a Premise Permitted Site (ie. Conducts Regular Charitable Gambling Activities)	50.00	
Solid Waste Hauler License Application	75.00	
Rental Dwelling Licenses		
Single-family homes, twin-homes, and townhomes		
License Fee (per unit)	100.00	
Re-inspection Fee (per unit)	75.00	
Conversion Fee	100.00	
Apartments		
License Fee (per building plus \$15.00 per unit)	200.00	
Re-inspection Fee (per unit)	75.00	
Conversion Fee	N/C	
Penalty for renewal applications filed and fees paid after July 1st (renewal date) (for each 30 days after July 1, but no more than 60 days)	25.00	
Filing fee for appeal of compliance order	50.00	
Reinstatement Fee	75.00	
Illegal Rental Operation/Let of Property		
First Violation	100.00	
Second violation within 24-month	250.00	
Third and subsequent violation within 24-month	500.00	
Burning Permit		
Valid for 1 month	10.00	
Valid for 6 months	50.00	

Public Safety		
Police Reports		
Police Reports - Per Page	0.25	
Audio/Video on USB Flash Drive	10.00	
Normal Business Hrs (1 hr min.) per hour	<i>Salary of the lowest-paid entity employee who can complete the task</i>	
Car Seat Checks		
Resident	N/C	
Non-Resident - 1st Seat	25.00	
Non-Resident - Additional Seats	10.00	
Police Patch		
Police Patch - Available Only to Full-time Police Officers	5.00	
Finger Printing		
Resident	N/C	
Non-Resident	25.00	
Additional Cards - Resident	N/C	
Additional Cards - Non-Resident	5.00	
False Alarm Fire/Medical Emergency		
2-3 In any 12-month period (Each)	75.00	
4+ In any 12-month period (Each)	150.00	
False Alarm Police		
1-3 In any 12-month period	N/C	
4+ In any 12-month period	100.00	
Firearm & Hunting Permits		

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Shooting Range Annual Review Fee	250.00	
Goose Lake Hunting Permit	10.00	
Permit to Purchase/Transfer	N/C	
Rental Fee		
Range contract per day (law enforcement agencies only)	100.00	
Command Post per day	250.00	
Vehicle Impound		
Vehicle Impound Release	10.00	
Storage Fee Daily	35.00	
Animal Impound		
1st Offense (Plus impound fees to shelter)	21.48	
2nd and Subsequent Offenses (Plus impound fees to shelter)	42.96	
No Kennel License	50.00	
Event Security Rates		
Officer - per hour	100.00	
Officer - per hour Holiday rate	125.00	
Reserve Officer - per hour	30.00	
Emergency Communications Systems Fee		
Per Single Residential Unit	100.00	
Up to 4 Units	200.00	
Up to 10 Units	500.00	
For Any Number of Units Above 10 Units	1,000.00	
Fire Department Entry Key Lock Box		
DAMA Box and/or Mounting Kits	Cost plus 10%	
Recreational Vehicle Permit		
Recreational Vehicle Permit <i>*Term depends on year issued</i>	\$10.00 per year	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Public Works		
Equipment Usage Per Hour (Government Agency Assistance)		
Tractor/Backhoe	Per FEMA's Current Schedule of Equipment Rates	
Dump Truck		
Front End Wheel Loader		
Road Grader		
Skid Loader		
Wood Chipper		
Public Works Labor		
Per Hour	65.00	
Lawn Mowing - Property Cleanup		
Mowing 1 acre & under	315.00	
Mowing over 1 acre - \$315 + additional hourly rate	85.00	
Contract tree and weed removal	Cost + 65.00	
Contract rubbish removal	Cost + 65.00	
Swing Away Mail Box Arms (Sales Tax included)		
Post only (mailbox not included)	65.00	
Post and Installation (mailbox not included)	150.00	
Street Department Fees		
Street Sign Install Labor (Per hour)	75.00	
Bituminous Trail Reimbursement Cost (per lineal foot)	17.00	
Culvert priced per foot	Cost + 65.00	
Grading & Land Disturbance Permit		
Greater than 50 Cubic Yards (or less than 50 Cubic Yards non-exempt)	100.00*	
One Acre or greater of disturbance	300.00*	
Driveway Review (New or Altered Access)	100.00*	
Escrow Determined by City Engineer or City Representative*	Varies -1000.00 Minimum	
Engineering Review - per hour	Contract Rate	
Overweight Vehicle Permit		
Agriculture	N/C	
Commercial Tow Truck	750.00	
Daily Permit - Non Exempt Emergency	100.00	
Seasonal - Emergency (Septic, Liquid Propane & Similar)	N/C	
No Permit Penalty	Double Fee	
All Charges are Per Truck - Permits are Restricted		
Utility Permit	Moved to Public Works section	
Utility Work in the Right-of-Way - IE:Comcast, Century Link, CenterPoint Energy, Wright-Hennepin, etc	100.00	

Local Government Unit Fees	Non-Refundable Application Fee	Escrow
Exemption Certificates	200.00	1,000.00
Determinations	200.00	1,000.00
Delineation Review	200.00	2,000.00
Pond Excavations	200.00	1,000.00
Wetland Replacement Plans <10,000 SF Impact on Single Basins or , 1/4 Acre Impact for Private Driveways	400.00	2,000.00
All Other Replacement Plans	400.00	2,500.00
Replacement Plan in Conjunction with Wetland Banking	400.00	3,500.00
All Other Wetland Banking Applications	400.00	3,500.00
Monitoring - Per Basin	400.00	6,000.00
* Additional Weland Replacement Plan and Banking Escrows and Sureities are determined on a site-specific basis.		
Wetland Conservation Act Violations (Restoration Order)		
Any person or entity that fails to obtain a permit under City Ordinance prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.		

CITY OF CORCORAN 2023 FEE SCHEDULE		2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE			
Planning Development & Zoning Fees			
Land Use Permit/Application Type	Non-Refundable Application Fee	Escrow	
Agriculture Preserve Application - Placement (fee limited by state)	50.00	-	
Agriculture Preserve Application - Removal (fee limited by state)	50.00	-	
Administrative Permit	100.00	1,000.00	
Minor Subdivision, Lot Line Adjustment/Consolidation	100.00	1,500.00	
Certificate of Compliance	80.00	-	
Development Rights Appeal	100.00	500.00	
Comprehensive Plan Amendment	1,000.00	2,200.00	
Conditional Use Permit (CUP)	550.00	2,200.00	
Conditional Use Permit (CUP) Amendment	200.00	1,000.00	
Environmental Review	500.00	5,000.00	
Interim Use Permit	500.00	2,000.00	
Final Plat – Base Fee Regular / OSP	400.00	5,000.00	
Final Plat – Per Lot Regular /OSP	15.00	-	
Residential Park Dedication Fees (Subdivision Ordinance)	Section 955		
Single Family Per Unit	5,954.00	-	
Multi Family Per Unit	4,040.00	-	
Commerical and Industrial Per Acre	5,866.00	-	
Preliminary Plat – Base Regular / OSP	400.00	5,000.00	
Preliminary Plat – Per Lot Regular / OSP	15.00	-	
PUD -Preliminary Development Plan	575.00	5,000.00	
PUD - Final Development Plan	500.00	5,000.00	
PUD - Sketch Plat/Plan Review	450.00	2,000.00	
Rezoning	575.00	2,000.00	
Sign - Wetland Buffer Sign (per sign - requires site inspection)	20.00	-	
Sign - Development Notice Sign \$165.00 first sign/ \$50.00 each additional	165.00	-	
Site Plan	425.00	1,500.00	
Site Plan Amendment - Minor	200.00	1,000.00	
Sketch Plat/Plan Review - Regular / OSP	450.00	1,750.00	
Topography Exemption, Wetland Waiver, Electronic File Waiver	200.00	1,000.00	
Vacation	350.00	1,000.00	
Variance	550.00	2,000.00	
Zoning/Subdivision Code Amendment	700.00	2,000.00	
Infrastructure Feasibility Study / Review		5,000.00	
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
Meeting with City Consultants and City Staff (first hour no charge)	Over 1 hour Contract fee	500.00	
Public Works Director Review - per hour	90.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
City Planner Review - per hour	65.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
Fence Permit			
Any fence taller than 7' requires a building permit fee based on valuation + state surcharge			
Fence (residential within 6' of property line)	35.00		
<i>Zoning and Setback Review Only</i>			
Sign Permit			
No Planning Commission Review - Temporary	35.00		
No Planning Commission Review - Permanent	150.00		

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
WATER FEES	
Residential	
Water Base Fees - per month	21.63
Water Usage Rates - residential (monthly use) per 1,000 gallons	
Tier 1: 0 gallons to 4,999 gallons	2.31
Tier 2: 5,000 gallons to 8,999 gallons	2.78
Tier 3: 9,000 gallons to 19,999 gallons	3.48
Tier 4: 20,000 gallons and over	4.49
Multi-Residential (7+ units)	
Water Base Fees - per month	21.63
Water rates - Multi-residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	2.78
* REU = residential equivalent unit	
Non-Residential	
Water Base Fees - per month	
Non residential - Under 1" Meter	26.73
Non residential - 1" to 3" Meter	26.73
Non residential - Over 3" Meter	34.61
Water rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	2.78
SANITARY SEWER FEES	
Residential	
Sewer Base Fees - per month	30.45
Sewer rates - residential (monthly use) per 1,000 gallons	
Existing Customers - Based on Winter Water Usage (November-March)	3.02
New Customers - Based on 4,500 gallons per month	3.02
Multi-Residential	
Sewer Base Fees - per month	30.45
Sewer rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	3.02
Non-Residential	
Sewer Base Fees - per month	30.45
Sewer rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	3.02
Manufactured Homes Park	
Sewer rates - (monthly use) per 1,000 gallons	
Maple Hill Estates (804,000 gallons per month)	3.85

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
CONNECTION FEES	
Trunk Line Availability Charge (TLAC)	
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Southeast	9,197.81
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Southeast	12,433.97
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Northeast	12,198.97
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Northeast	24,922.12
Sewer Trunk Line Availability Charge (TLAC) - per acre	7,526.31
Connection Fees - City of Corcoran	
Water Connection Fee (per unit) - Single Family	1,294.00
Water Connection Fee (per unit) - Multi-Family	1,034.00
Water Connection Fee (per unit) - Non-Residential	1,294.00
Sewer Connection Fee (per unit) - Single Family	1,280.00
Sewer Connection Fee (per unit) - Multi-Family	1,024.00
Sewer Connection Fee (per unit) - Non-Residential	1,280.00
Connection Fees - City of Maple Grove (Per Maple Grove Fee Schedule)	
Water Connection Fee (per unit) - Residential/individual laundry facilities	2,999.00
Water Connection Fee (per unit) - Residential/ no individual laundry facilities	2,399.00
Water Connection Fee (per acre) - Commercial/Industrial/Mixed	11,996.00
Water Connection Fee (per acre) - All other Churches which do not house weekday school, preschool, and/or daycare activities	5,998.00
Parks, per acre (0.5 times low density residential rate)	1,500.00
Volumetric Charges - per 1,000 gallons	2.3600
Connection Fees - Metropolitan Council	
Sewer Access Charge (SAC)	2,485.00
Meter Fees	
Meter - standard	Cost plus 10%
Meter - larger than standard	Cost plus 10%
Meter Inspection	65.00
Meter - Temporary Installation	65.00
OTHER UTILITY FEES	
Miscellaneous Fees	
Maple Grove Serviced Properties	Cost plus 10%
Broken Water Meter Fee - payable by each user for each month (Based on 4,500 gallons of water used per month)	10.40
Late/Past Due Payments	
Delinquent Utility Fee	10.00
Late Payment Penalty	10% of unpaid bill
Water Disconnect	65.00
Water Reconnect	65.00
Bulk Water Sales	
Set Up/Administrative Fee	65.00
Water Meter Rental Deposit	1,000.00
Tier 1: 1,000 gallons +	2.78

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

BUILDING PERMIT FEE - Fee is 100% of the adopted fee schedule below, plus State surcharge and applicable reviews listed below.

TOTAL VALUATIONS (Residential & Commercial)	BUILDING PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$21.00
\$501.00 to \$2,000.00	\$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof

PLAN REVIEW FEE: 65% of the Building Permit Fee calculated from the above schedule.

REPETITIVE PLAN REVIEW FEE: 25% of the Building Permit Fee calculated from the above schedule

PLAN REVIEW FEE IS NON-REFUNDABLE

STATE SURCHARGE: Based on the table below. For valuation use the fees listed above

BUILDING VALUATION	STATE SURCHARGE*
One Million or less	.0005 x valuation with minimum of \$1.00 for Flat Rate Permits [up to \$10,010 valuation]
\$1,000,001 to \$2,000,000	\$ 500 + .0004 x (Value - \$1,000,000)
\$2,000,001 to \$3,000,000	\$ 900 + .0003 x (Value - \$2,000,000)
\$3,000,001 to \$4,000,000	\$1200 + .0002 x (Value - \$3,000,000)
\$4,000,001 to \$5,000,000	\$1400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1500 + .00005 x (Value - \$5,000,000)

SEC FEE: .0005 x permit valuation for all Building Permits except Re-Roof, Re-side, Re-Window, Decks & Interior Remodels. Minimum \$150.00 New Home or Commercial Construction, Minimum \$50.00 on any other non-exempt construction

ZONING AND SET BACK REVIEW: \$25.00 for permits requiring review, \$75.00 for New Construction plus any costs for City Planner to review. Agricultural Structure requires a Certificate of Compliance.

EMERGENCY COMMUNICATIONS SYSTEMS FEE: \$100.00 for new construction single family homes. Multiple residential unit rates per adopted fee schedule.

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

OVER THE COUNTER PERMITS

Re-Roof, Re-side and Windows	\$90.00 each + State Surcharge Fee (\$1.00)
General Plumbing (Residential)	\$50.00 minimum + additional \$5.00 per fixture + State Surcharge Fee (\$1.00)
Water Heaters / Water Softeners (change out only)	Water Heater \$35.00 per unit + State Surcharge Fee (\$1.00) Water Softener \$35.00 per unit + State Surcharge Fee (\$1.00)
Mechanical (Residential)	\$75.00 per unit + State Surcharge Fee (\$1.00) (Furnace, AC or Gas line) Additional \$10.00 gas fitting/connection fee for each unit over 3 units The following qualify as a “unit” Furnace, AC, Air Exchange, In-floor heat, Boiler, Geothermal System, Ground System Heat Pump, Garage Heater, etc.
Gas Fireplace	\$75.00 + State Surcharge Fee (\$1.00)

*State Surcharge fee is subject to State change

OTHER INSPECTIONS AND FEES

Inspection outside normal business hours; minimum two hour charge	\$90.00 per hr.
Re-inspection Fee	\$45.00 per hr.
Inspections for which no fee is specifically indicated	\$60.00 per hr.
Site Inspection Fee	RESIDENTIAL \$45.00 ea. COMMERCIAL \$80.00 ea.
Additional plan review required by changes, additions, or revisions to approved plans (min. ½ hour charge)	\$60.00 per hr.
Miscellaneous and special services per contract	\$60.00 per hr.
Water Hook Up/Connection Permit (Plan review and inspection of the connection to the municipal water system for existing properties)	\$100.00 + \$45.00 for per additional inspection
Sewer Hook Up/Connection Permit (Plan review and inspection of the connection to the municipal water system for existing properties)	\$100.00 + \$45.00 for per additional inspection
Pre-Move inspection	\$150.00 ea.
Moved – In structure (not including foundation, interior remodel, etc.)	\$250.00 ea.
Commercial Plumbing permit and plan review	Based on valuation
Commercial Mechanical permit and plan review	Based on valuation
Electrical Inspections (Residential & Commercial)	Per State Inspector
Demolition	Residential \$150.00 + State Surcharge (\$1.00) Commercial \$250.00 + State Surcharge (\$1.00)
Mobile Home Installation	\$250.00 + State Surcharge (\$1.00)
Permit Cancellation Fee	\$25.00 + Plan Review Fee
Replacement Permit Card Fee	\$30.00

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

CERTIFICATE OF SURVEY

City Ordinance Title IV: 40-2 Certificate of Survey requirement. A certificate of survey shall be required with all building permit applications for new construction and building permits that enlarge or alter the footprint of an existing structure. Application for exemption (Building permits only) – If the proposed structure meets all of the required setbacks from the property line, flood plain, wetlands and easements by two times.

PENALTY

Any person or entity that fails to obtain a permit under City Ordinance Title IV: 40-40.04 prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.

All fees are to be paid at time of permit issuance

CHAPTER 118: RENTAL DWELLING LICENSING

118.01: PURPOSE.

It is the purpose of this chapter to protect the public health, safety, and welfare of residents of Corcoran who live in rental units by adopting a rental dwelling inspection and maintenance program that corrects substandard conditions and maintain a standard for existing and newly constructed rental dwellings in the City. The operation of rental properties is a business enterprise that includes certain responsibilities. Rental owners, operators, and managers are responsible to take such reasonable steps as are necessary to ensure that the citizens who occupy such rental units, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances, and annoyances, and free from unreasonable fears about safety of persons or property.

118.02: DEFINITIONS.

Words used in this chapter shall have the following meanings:

ALTERNATIVE INSPECTION REPORT. A rental dwelling inspection report that the applicant obtains from a building inspector for the purposes of receiving United States Department of Housing and Urban Development (“HUD”) rental approval.

BLOCK. An area of land enclosed within the perimeter of streets, watercourses, public parks, municipally owned lots, and City boundaries, unless otherwise depicted on the City’s Rental Density Map.

CITY INSPECTOR’S REPORT or INSPECTION REPORT. A rental dwelling inspection report prepared and signed by a city inspector.

CITY ADMINISTRATOR. The City of Corcoran City Administrator or his/her designee.

COMPLEX. The total number of buildings on the license application or contiguous rental properties under the same ownership.

DWELLING. A building or portion thereof, designated exclusively for residential occupancy, but not including hotels, motels, nursing homes, tents, seasonal cabins, or motor homes or travel trailers.

DWELLING, MULTIPLE FAMILY (APARTMENT). A building designed with three or more dwelling units exclusively for occupancy by three or more families living independently of each other.

DWELLING, SINGLE-FAMILY (DETACHED). A building entirely surrounded by open space and designed for and occupied exclusively by one family. A single-family dwelling can include no more than one accessory dwelling unit as defined in this Section.

DWELLING, TOWNHOME. A single-family dwelling unit constructed within a group of more than two attached units in which each unit extends from the foundation to the roof, has

direct exterior access, and has open space on at least one side. A townhome is not considered an apartment or multiple-family dwelling.

DWELLING, TWO-FAMILY (ATTACHED). A building designed for occupancy by two families or housekeeping units with a physical separation between the two dwelling units.

1. *Duplex.* A two-family dwelling with one unit above the other and designed as a single structure on a single lot with each unit occupied as a separate residence for one family.
2. *Twin-home.* A two-family dwelling with two units side-by-side. Each unit is owned separately and located on their own lot. The two units are joined along a single lot line, each of the units are totally separated from the other by an unpierced wall extending from the ground to the roof. Also referred to as a “double bungalow”.

DWELLING UNIT, ACCESSORY: A separate, self-contained dwelling unit that is clearly incidental and subordinate to the principal use of a lot. The unit must have bathroom facilities and kitchen facilities that include a sink with piped water, a range, and a refrigerator. The unit may take various forms: a detached unit; a unit that is part of an accessory structure, such as a detached garage; or a unit that is part of an expanded or remodeled dwelling.

LET FOR OCCUPANCY or to LET or to RENT. To permit possession or occupancy of a dwelling or rental dwelling unit whether or not compensation is paid by a person who is not the legal owner of record thereof.

MANUFACTURED HOME. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include the term “recreational vehicle.”

OCCUPANT. Any person living or sleeping in a dwelling unit, or having possession of a space within a dwelling unit.

OPERATOR or MANAGER. Any person identified by Owner who has charge, care, or control of a structure or premises, and the maintenance and upkeep thereof, that is let or offered for occupancy and who is designated and empowered to receive service of notice of violations of this chapter on behalf of Owner.

OWNER or LICENSEE. Any person, agent, operator, firm, corporation, or other legal entity having a legal or equitable interest in the property or recorded in the official state, county, or city records as holding title to the property or otherwise having control of the property.

PERSON. May be an individual, corporation, firm, association, company, partnership, organization, or any other group acting as a unit.

PROPERTIES, PROPERTY OR LOTS. Lots of record.

REINSPECTION. A follow-up inspection that is:

1. Conducted to determine if a code violation has been corrected;

2. Necessary because a licensee, owner, or other responsible party fails to attend a scheduled inspection;
3. Necessary because a scheduled inspection of a property does not occur or is prevented from occurring due to an act of the licensee, owner, or agent; or
4. Any inspection following an initial inspection.

RELATED. Individuals legally related by blood, marriage, domestic partnership, foster care, guardianship, or adoption. For the purposes of this Chapter, individuals are considered related if they are immediately related as a parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-sibling, step-grandparent, or step-grandchild. The terms “related” and “relative” are used interchangeably in this Chapter.

RENTAL DWELLING. Any dwelling used for residential occupancy by one or more persons who are not the owner or related to the owner for continuous periods of more than 60 days.

RENTAL DWELLING UNIT (RDU). Any room or rooms, or space, in any rental dwelling designed or used for residential occupancy by one or more persons who are not the owner or related to the owner for continuous periods of more than 60 days.

118.03: LICENSE REQUIRED

A. Rental Dwelling License.

1. No person, partnership, business entity, or corporation shall operate, let, or cause to be let, a rental dwelling or RDU without a license for each building.
2. No person, partnership, business entity, or corporation shall operate, let, or cause to be let a structure or portion of a structure as a rental dwelling or rental dwelling unit that is not designed for residential occupancy (e.g., a shed or garage).
3. No property owner shall be permitted to license more than five rental dwellings that qualify as a single-family residence, a twin-home, and/or townhome, unless the property owner:
 - a. Is a public housing agency; or
 - b. Operates **State licensed residential facilities within the City**;
 - c. Rented out more than five properties prior to **July 1, 2023**, and applied for rental licenses for all affected properties prior to **January 1, 2024**. Any excess rental licenses granted to an individual or entity under this paragraph cannot be transferred to other properties or property owners. The property owner is not entitled to excess rental licenses once an excess rental dwelling license is no longer valid due to any reason including failure to renew, revocation, or sale of the property.

Principal owners or controllers of legal entities which own one or more rental dwellings shall be subject to this cap as individual principal owners or controllers. For illustration, but not limitation, no person or entity may circumvent this restriction by maintaining ownership interests in multiple separate owner entities and each such ownership interest shall be counted toward the cap set forth herein.

4. A rental dwelling license shall be valid for a 1-year cycle beginning on **July 1st** each year. A current licensee who intends to continue letting a rental dwelling shall apply for a license renewal at least thirty (30) days before the end of the then-current licensing term.
5. A residential rental property owner owning residential rental property at the time of the adoption of this chapter shall have 180 days to comply with the licensing requires of this chapter. Rental property owners shall have 365 days to comply with the provisions of Chapter 87 (Property Maintenance Code) based on the dated notice identifying any violations confirmed at the initial license inspection. However, if the Code Compliance Official determines there is a life-threatening violation of the Property Maintenance Code (e.g., inoperable smoke alarms), the property owner and/or licensee shall address such violations within 30 days of the dated notice identifying such a violation.

B. License Exemption

1. The owner of a rental dwelling or RDU is exempt from the licensing requirements of this section if the property qualifies and is registered with Hennepin County as a relative homestead. In order to qualify for a relative homestead, the person living in the rental dwelling unit must be related to the property owner.
 - a. The property owner must notify the City in writing within 30 days of the property no longer qualifying as a relative homestead.
2. This chapter does not apply to hotels, motels, hospitals, and high school dormitories.
3. This chapter does not apply to single-family homes and townhomes in which the owner resides within the dwelling and lets a room or rooms within a dwelling to a relative as defined by this Chapter.
4. This chapter does not apply to single-family homes and townhomes in which the owner resides within the dwelling and lets a single room to up to two individuals who are not related to the owner or lets multiple rooms to individuals related to each other but not related to the owner. However, a license shall be required in the event an owner lets more than one room to individual tenants unrelated to the owner and to each other.

5. In instances of single-family dwellings with an accessory dwelling unit or two-family dwellings in which both units are under the same ownership, only the dwelling unit in which the owner resides is exempt from rental licensing, and only to the extent such exemption is applicable, per this Chapter.

C. *Applications.* An application for license shall be made on a form provided by the City. The license application shall contain the following information:

1. Property Owner Information.

- a. The name, address, phone number, and complete information of the property owner if the owner is an individual.
- b. The name, address, phone number, and complete information of the at least one principal officer, manager or director, if the property owner is a business entity.
 - i. Business entities seeking a license shall provide a list of all principal owners, officers, managers, and directors of the entity.

2. Designation of Property Manager, Contact Information. For all rental dwelling licenses, the license applicant must designate and provide a physical business hours address and 24-hour contact information for the Manager of the rental dwelling, as defined in this chapter. The Manager may be the owner of the rental dwelling or another person who has been provided authority and assigned the duty to exercise control over the rental dwelling and ensure compliance with the City Code. For all rental dwellings which are not single-family rental dwellings, the applicant must also identify and provide a physical business hours address and 24-hour contact information for a second Manager for such rental dwellings. All rental dwelling Managers must reside or have an office address within 90 miles of the rental dwelling unit. A P.O. box address for the property manager will not be accepted. The Owner of a rental dwelling must notify the City, in writing, immediately upon any change of Manager. Owner agrees that his/her Manager of record with the City shall be authorized to accept all notices, including formal service of documents, on behalf of the Licensee.
3. Number and Type of rental dwellings. The number of units and types of units (condominium, apartment, townhome, twin-home, single-family home, and the like) within the rental dwelling.
4. Principal Tenants. The name, telephone numbers, and addresses of principal tenants, if any, are required.

D. Changes.

1. The Code Compliance Official must be notified in writing of any changes to the name(s) and contact information provided on the application.
2. A license is non-transferable. If there is a change in the ownership of the rental dwelling, a new license is required.
3. If changes are made in the number or type of units, the owner shall apply to amend its license.

E. Fees.

1. The application fee shall be determined by the City Council from time to time and made a part of the City's fee schedule. The application fee shall be paid at the time of application.
2. Renewal license fees, as set forth within the City's fee schedule, shall be due at the time of renewal and prior to the license expiration date.
3. In the cases of new, unlicensed dwellings, license fees shall be due upon issuance of the certificate of occupancy.
4. In the case of initial licensing, license fees shall be due prior to issuance of the respective license and are due within 30 days of the date of the invoice.
5. In the case of a licensing period of less than one (1) year, license fees may be prorated as set forth by City Council action, and in the City Council's sole discretion.
6. The license fee shall include the initial inspection and one (1) follow-up inspection. A fee, established by the City Council, shall be charged for any reinspection or attempted reinspection required, whether due to the failure of the reinspection, the Rental Housing Inspector's inability to gain access to the dwelling at the time of attempted reinspection, or otherwise, and must be paid before a license will be issued.
7. An owner of a rental dwelling or RDU who fails to obtain an operating license or approval of an affidavit certifying an applicable exemption, will be subject to an administrative service charge set by the City Council, in addition to any other penalties contemplated within this chapter.
8. A license fee paid later than ten working days after the prescribed date is subject to an additional administrative service charge set by the City Council.

9. Once issued, a license is nontransferable and the license is not entitled to a refund of any license fee upon revocation or suspension, or transfer of ownership.
- F. Tenant Register. As a condition of the license, the applicant must, as a continuing obligation, maintain a current register of tenants and other persons who have a lawful right to occupancy of a rental dwelling. In its application, the applicant must designate the name of the person or persons who will have possession of the register and must promptly notify the Code Compliance Official of any change in the identity, address, or telephone numbers of such person. The register must be available for inspection by city officials at all times.
- G. Notification Requirements for Public Hearings. The licensee must, as a continuing obligation of the license, provide written notice to tenants or in the alternative, post the written notice in the lobby or common area of the rental dwelling for any public hearing received by the owner that pertains to the rental dwelling or any adjacent right-of-way.
- H. Display of License Certificate. The license certificate must be exhibited in a conspicuous place at or near the entrance to the rental dwelling. For buildings containing more than three RDUs, the certificate must be displayed in the rental office or other common area accessible to all tenants of the licensed building.
- I. Rental Density for Single-Family, Townhome, and Twin-Home Rental Dwellings.
1. In a low-density residential zoning district (5 units or less per acre), no more than 20% of the lots on any block shall be eligible to obtain a rental license and the number of rental licenses shall be capped as set forth in the table below, unless an exemption is granted by the City Council as provided herein or the rental dwelling qualifies as a residential facility licensed by the state. Table 1 indicates how many lots per block are able to be licensed as a rental property based on the lots that exist on the block.

Table 1	
Lots/Block	Rental Dwellings Allowed
1-14	3
15-24	5
25-34	7
35-44	9
45-54	11
55-64	13
65-74	15
75-84	17

2. The following guidelines shall apply to determine eligible blocks and lots.
- a. If a block contains more than one type of zoning district, only the lots within the low-density residential zoning district shall be included in the calculation of the total number of lots per block.
 - b. Commercial or industrial uses located within or adjacent to a low-density residential zoning district shall not be included in the calculation of the total number of lots per block.
 - c. If the number of rental dwellings meets or exceeds the permitted number of rental dwellings per defined block on or after the effective date of this chapter, no additional rental licenses shall be approved for the block, unless an exemption is granted by the City Council **due to a demonstrated financial hardship of a property owner who owns no more than one other residential property within the City or the rental dwelling qualifies as a State licensed residential facility**. Bona fide existing rental licenses may be renewed, however, should a rental license not be renewed, or if the rental license is revoked or lapses, the rental license shall not be reinstated unless it is in conformance with this subchapter and other applicable sections of the City Code.
 - d. If the number of rental properties meets or exceeds the permitted number of rental properties per defined block on the effective date of this chapter, a property owner may request an exemption to allow an additional rental property for that block. The Council may grant or deny an exemption from the block density limit in its sole discretion. Persons requiring an exemption must make an annual application to the City Council.
- J. Tenant background checks and lease agreements. Upon request, the applicant must provide a copy of third party or comparable background checks for tenants and a copy of the lease.
- K. Contracts for deed. A property sold pursuant to a contract for deed must be recorded against the property or the property will be deemed a rental property and a license will be required.
- L. Investigations.

1. For all new applications, a background investigation will be conducted on the property owner listed on the application. The City may request additional information from the license applicant regarding all property owners, if the property is owned by individuals or regarding all officers, managers or directors, if the property is owned by a business entity, and may conduct additional background investigations as it deems necessary. The applicant shall pay a background investigation fee for each background investigation conducted.
2. For renewal applications, background investigations are not required and no background investigation fee shall be required; however, the City may conduct a background investigation, at its sole discretion, at the City's cost. The results of a discretionary background check may be used to enforce the provisions of this Chapter the same as the results of mandatory background checks.

M. A license will not be granted to or held by a person who:

1. Is under 18 years of age;
2. Is overdue, or whose spouse is overdue in payments to the City, County, or State of Minnesota, of taxes, fees, fines, or penalties assessed against them or imposed upon them;
3. Has been convicted, or whose spouse has been convicted, within the last 10 years of a gross misdemeanor or felony for crimes that present a public danger should a rental license be granted. These may include property crimes, financial crimes, or offenses of a fraudulent, violent, or sexual nature.
4. Is not the property owner.
5. Has not paid the license and investigative fees required by this Section.

118.04: RESPONSIBILITY FOR ACTS OF MANAGER

Licensees are responsible for the acts or omissions of their Manager(s) as it pertains to the rental dwelling and compliance with this chapter and City Code.

118.05: MAINTENANCE STANDARDS

- A. It is the responsibility of the licensee to assure that every rental dwelling and RDU is maintained in compliance with all applicable city ordinances and state and federal laws including, but not limited to:
1. MN State Building Code
 2. The Corcoran Property Maintenance Code

3. MN State Fire Code
 4. Corcoran City Code
- (Collectively the “Maintenance Codes”)

- B. Inspections. No operating license may be issued or renewed unless the City determines, following an inspection conducted pursuant to this section, that the rental dwelling and its premises conform to the Maintenance Codes. As more specifically provided below, the Code Compliance Official and their designees may cause inspections, follow-up inspections, and re-inspections on rental dwellings or RDUs on all classes of property within the City on a scheduled basis, and on rental dwellings, RDUs, owner-occupied residential units on all classes of property when reason exists to believe that a violation of an applicable portion of the Maintenance Codes exists, has been, or is being committed.
1. The Code Compliance Official and their designees are authorized to contact owners, tenants, and managers of rental dwellings to schedule inspections of rental dwellings at reasonable times. They are also authorized to conduct those inspections once scheduled. These scheduled inspections will be conducted to determine whether the rental dwelling and its premises conform to the Maintenance Codes so as to inform the City’s decision of whether to issue an operating license. The authority to schedule and to conduct these inspections is available even if the owner or owner’s agent holds a temporary or provisional license, and without regard to whether the owner or owner’s agent has filed an application for an operating license.
 2. Upon receipt of a properly executed application for an operating license, the Code Compliance Official shall cause an inspection to be made of the premises to determine whether the structure is in compliance with the Maintenance Codes. Inspections performed pursuant to the authority in paragraph 1 and paragraph 2 of this subsection are hereinafter described as “Licensing Inspections.”
 3. The Code Compliance Official and their designees are authorized to conduct inspections on rental dwellings, RDUs, or owner-occupied residential units on all classes of property when reason exists to believe that a violation of an applicable portion of the Maintenance Codes exists, has been, or is being committed. A complaint or complaints from a tenant of a rental dwelling shall be an adequate basis for an inspection of a rental dwelling.
 4. To increase the awareness by owners of the likely timing of requested inspections and to conserve public resources, the Code Compliance Official may schedule and conduct inspections pursuant to paragraph 1 according to the area of the City in which the unit is located, dividing the City into zones and endeavoring to perform inspections pursuant to paragraph 1 in one zone before beginning them in a different zone.

5. If a structure or rental dwelling is not in compliance, one or more follow-up inspections or re-inspections may be conducted to verify that conditions and any corrections conform to the provisions to the Maintenance Codes.
6. When the basis for the inspection pursuant to this section is information observed or obtained during a Licensing Inspection, such reinspection or follow-up inspections shall be conducted on a scheduled basis, whenever possible.
7. When scheduling Licensing Inspections pursuant to this chapter, the Code Compliance Official or their designee will seek the consent of the owner of the property (if not already received) to inspect those areas outside of the RDUs that are not accessible to the general public (including any internal rooms that are inaccessible to the public, such as storage or mechanical rooms) and to unrented dwelling units, and the consent of the primary tenant of the RDU (if not already received) to inspect the Unit. If the property owner demonstrates to the satisfaction of the Code Compliance Official or their designee that one more tenants have consented in writing to the inspection of their units, individual contact by the City with those tenants may be deemed unnecessary.
 - a. For the purposes of satisfying paragraph 7, owners of RDUs shall report to the City the full names, telephone numbers, and addresses of the principal tenant of all RDUs under their ownership or control, and update such information as needed to ensure that it is accurate and current. Licensees are responsible for the accuracy and completeness of this information and the City shall be permitted to rely on the same when determining appropriate notice.
8. If the City is unsuccessful in securing consent for an inspection pursuant to this chapter, the City may seek permission, from a judicial officer through an administrative warrant, for its Code Compliance Official, Building Official, Fire Marshal and their applicable designees to conduct an inspection. Nothing in this Code shall limit or constrain the authority of the judicial officer to condition or limit the scope of the administrative warrant.
9. The scope of a Licensing Inspection shall be limited to what is necessary to determine in accordance with this chapter whether the rental dwelling or applicable RDU and its premises conform to the Maintenance Codes. This shall not preclude the applicable inspector from relying upon observations made during a Licensing Inspection in seeking one or more of the remedies provided in this chapter.
10. A Licensing inspection must be scheduled during ordinary business hours or as otherwise arranged with the owner or tenant. Owners and their agents and tenants may at their option request that Licensing Inspections above take place only when they are present, so long as the request identifies a reasonable, feasible and expedient

time(s) for such inspection following the date of the request when the requesting party agrees to be present.

11. Inspectors are not authorized to open containers, drawers, or medicine cabinets, unless the containers, drawer, or medicine cabinets are opened with the consent of the tenant (for areas inside the RDU) or the Owner (for areas inside the building but outside a tenant's unit, and areas inside an unoccupied unit). For purposes of this paragraph, a medicine cabinet is a covered cabinet located above a sink in a dwelling unit's bathroom.

12. Inspectors are authorized to open cabinets (other than medicine cabinets) or closets only when because of their location, those closets or cabinets, when unopened, appear to contain one or more water or waste water pipes, or fuses, or exposed electrical wiring, and it is reasonably necessary in order to inspect for the existence of one or more conditions that violations the Maintenance Codes, or when the cabinets or closets are opened with the consent of the tenant (for areas inside the unit) or the Owner (for areas inside the building but outside a tenant's unit, and areas inside an unoccupied unit).

C. Inspection Not Required. Inspection for the issuance or renewal of a license may be waived by the City, in its sole discretion, if the owner of a dwelling unit proves that within the previous 12 months the dwelling unit passed an inspection required by the City, State, or Federal regulations that is at least as stringent as the inspection required under this chapter and the City is not aware of any evidence of violations occurring or present subsequent to that alternative inspection. The City has sole discretion to determine when an inspection program is at least as stringent as the inspection required under this chapter. Inspections conducted as the result of a complaint made to the City may not be waived under this provision.

118.06: COMPLIANCE ORDERS

- A. Upon the identification of a violation of the Maintenance Codes, the City shall provide written notice of the violation to the Owner or Manager. Notice may be personally served on or otherwise directly provided to the Owner or Manager or delivered by U.S. mail to the Owner or Manager at the address on record with the City in the license. The notice shall articulate the violation and the time by which the violation must be corrected.
- B. Should the Licensee fail to correct the noticed violation within the time provided, the City may pursue any or multiple remedies contemplated in this chapter.
- C. The notice provisions herein shall not apply to, and nothing in this section shall prohibit the City from taking immediate action to address an emergency as contemplated in Section 118.09.

- D. If a fifth or subsequent violation of Corcoran's Maintenance Codes, involving the same property and licensee, occurs within 18 months of any four previous properly noticed violations pursuant to paragraph A, a revocation hearing will be required and the City Council may take action to deny, revoke, suspend, or not renew the license. Failure for a licensee or designated property manager to appear at the hearing will be grounds for automatic revocation of the rental license. The effective date of a license revocation or suspension will be determined by the City Council at the hearing unless the Official finds life threatening conditions at the property that create a public safety emergency. In such an instance, the rental license can be revoked or suspended prior to the hearing date, but the City Council can choose to reinstate the license if extenuating circumstances outside of the control of the licensee are shown at the hearing.

118.07: LICENSEE RESPONSIBLE FOR CONDUCT OF OCCUPANTS OR GUESTS

- A. Conduct on the licensed premises. It shall be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupant(s) which is in violation of any of the following statutes or ordinances:
1. Minn. Stat. § 609.72 relating to disorderly conduct.
 2. Minn. Stat. § 609.74 and Subd. 5 of Chapter 82.04 of the City Code related to public nuisances and noise nuisances.
 3. Minn. Stat. § 340A.701-340A.703 relating to the sale of intoxicating liquor.
 4. Minn. Stat. § 609.321, Subd. 9 relating to prostitution or acts related to prostitution.
 5. Minn. Stat. § 609.221 et seq. relating to assaults as defined in Minn. Stat. § 609.224.
 6. Minn. Stat. § 609.595 relating to criminal damage to property.
- B. Enforcement and Administration
1. The Code Compliance Official in coordination with the Director of Public Safety or their designee(s) shall be responsible for enforcement and administration of this section.
 2. Upon a determination by the Code Compliance Official or his/her designee (the "Official") that a licensed rental dwelling was involved in a violation of paragraph A above, the Official shall notify the licensee by U.S. mail of the violation and direct the licensee to take steps to prevent further violations. A copy of the notice shall also be sent to a tenant in violation of paragraph A.
 3. Upon a second violation of the provisions of paragraph A within 18 months involving the same tenant or occupant or a guest of the same tenant or occupant, notice of the violation shall be provided as set forth in paragraph B2 above, and shall require the licensee to submit a written report of action taken to prevent further violations on the licensed premises. The written report shall be submitted to the Official within 10 business days of the request for the same and shall detail all actions taken by the licensee in response to all notices regarding violations to paragraph A occurring within the preceding 18 months. If the licensee fails to comply with the requirements

of this paragraph, the City Council may take action on the license, after providing an opportunity for a hearing to contest the allegations of non-compliance with this paragraph.

4. If a third or subsequent violation of paragraph A, involving the same tenant or occupant or a guest of the same tenant or occupant, occurs within 18 months of any two previous properly noticed violations pursuant to paragraph A, a revocation hearing will be required and the City Council may take action to deny, revoke, suspend, or not renew the license. Failure of a licensee or designated property manager to appear at the hearing will be grounds for automatic revocation of the rental license. The effective date of a license revocation or suspension will be determined by the City Council at the hearing unless the Official finds life threatening conditions at the property that create a public safety emergency. In such an instance, the rental license can be revoked or suspended prior to the hearing date, but the City Council can choose to reinstate the license if extenuating circumstances outside of the control of the licensee are shown at the hearing.
5. Bona fide calls for assistance made by occupants of a rental dwelling or RDU shall not, in and of themselves, count as a violation of paragraph A including, but not limited to, tenants calling the police for assistance with a gathering of people that has become a nuisance at a rental dwelling or RDU and instances of domestic assault. However, City representatives who observe separate violations when responding to a call for assistance may determine a violation exists which may be counted as a violation of this Chapter 118.07 or a violation of Chapter 118.06.
6. The City Council may stay or terminate any adverse licensing action if the triggering violation occurred during the pendency of an eviction proceeding to remove the offending tenant or occupant, and that proceeding is being diligently pursued by the licensee.
6. A determination that the licensed premises has been used in violation of paragraph A shall be made upon substantial evidence to support such determination. It shall not be necessary that criminal charges be filed or proven to support such a determination. Further, imposition of other enforcement actions, penalties, administrative offense tickets, criminal charges, or other actions on the license shall not act as a bar to any other action on the license pursuant to this chapter.

C. Appeal

1. Upon notice of a violation of paragraph A, or upon a notice of a failure to comply with paragraph B3, the licensee or tenant in violation may file a written appeal of such asserted violation with the City Clerk, within 10 days of the notice, after which any appeal shall be deemed to have been waived. Upon receipt of notice of such appeal, the City shall schedule and notice a hearing before the City Council to hear evidence to determine if substantial evidence exists to support such asserted violation.

2. Upon rendering a decision, the City Council shall provide notice to the appellant of the Council's decision. Should the Council uphold the appeal, the violation shall be removed from the property file and shall not be considered when determining the number of license violations at the rental dwelling.

118.08: LICENSE DENIAL, SUSPENSION, OR REVOCATION, VIOLATIONS

- A. Violations. A violation of this chapter is a misdemeanor. Each day a person fails to comply with a compliance order or other provision of this chapter shall constitute a separate offense. In addition to enforcement of criminal remedies, the City may issue administrative offense tickets, and/or take action on a license, or pursue any other remedy at law or in equity available to the City. The City's remedies shall be cumulative and may be pursued against multiple parties. The City's election to pursue any one remedy set forth herein shall not act as a bar to any other remedial action.
- B. Assessment of unpaid administrative penalties. Any unpaid administrative penalty for failure to comply with the rental licensing provisions in this Chapter may be assessed against the property in the manner set forth in City Code.
- C. Grounds for denial, suspension, or revocation. The City Council may deny, revoke, or suspend a license pursuant to this Section. During a suspension, the property for which the suspension occurred shall be included for purposes of calculating the number of eligible lots per block, unless found to be otherwise ineligible.
 1. A license issued pursuant to this chapter may be denied, revoked, or suspended upon a finding of noncompliance with the provisions of this chapter. Further, non-disclosure, misrepresentation or misstatement of material fact in any application for a license shall be a prima facie showing of cause for revocation, suspension, or other such action restricting the privileges of a licensee, as determined by the City Council. Reinstatement of a suspended or revoked license shall be accompanied by a fee in an amount set by the City Council. Issuance of a new license after suspension or revocation shall be made in the manner provided for obtaining an initial license. Any Owner or principal of an Owner entity who has an interest in two or more licenses revoked pursuant to this chapter shall be ineligible to hold or have an interest in a license for a period of at least five years.
 2. The City Council may, for cause, deny, revoke, or suspend a license or take other action restricting the privileges of a license subject to the following requirements:
 - a. The City shall provide written notice to the licensee containing a statement of reasons or causes for the proposed action together with a notice of a hearing.

- b. The City Council shall conduct a hearing on the proposed action and hear relevant evidence the applicable City representatives and from the licensee or affected tenant, if any is offered. The City Council shall consider such evidence and provide findings of fact together with a statement of action taken, along with any applicable conditions of any such action or other action restricting the privileges of the licensee.
- c. The City shall forward the findings and statement of action taken to the licensee by mailing the same to the address of record in the license.

D. Notification of tenants. Upon suspension, revocation, or denial of a license, or if the RDU is not licensed, the City will make reasonable efforts to notify all affected tenants.

118.09: SUMMARY ACTION

- A. Emergency. When the conduct of any owner or owner's agent, representative, employee or lessee, or the condition of the rental dwelling or RDU, or the property in or on which it is located, is detrimental to the public health, sanitation, safety and general welfare of the community, or residents of the rental dwelling or RDU so as to constitute a nuisance, fire hazard, or other unsafe or dangerous condition and thus give rise to an emergency, the Code Compliance Official or Building Official has the authority to summarily and immediately condemn or close rental dwellings or individual RDUs or areas of the rental dwelling as the Code Compliance Official or Building Official deem necessary.
- B. Notice. Notice of summary action will be posted at the units or areas affected and will describe the units or areas affected. No person shall remove the posted notice, other than the Code Compliance Official or Building Official or their designee.
- C. Appeal. Any personal aggrieved by a decision or action of the Code Compliance Official or their designee to condemn all or part of a rental dwelling shall be entitled to appeal to the Council by filing a notice of appeal with the City Administrator, within 10 days. The Administrator must schedule a date for hearing before the Council and notify the appellant of the date.

118.10: POSTED TO PREVENT OCCUPANY.

Whenever any rental dwelling or RDU is found to be unfit for human habitation, it shall be posted by the Code Compliance Official or their designee on the door of the rental dwelling or RDU, whichever the case may be, to prevent further occupancy. No person, other than the Code Compliance Official or their designee, shall remove or alter any posting. The Code Compliance Office or their designee will post the date the rental dwelling or RDU shall be vacated, and no person shall reside in, occupy, or cause to be occupied that rental dwelling or RDU until the Code Compliance Official or Council permits it.

118.11: NO WARRANTY BY CITY

By enacting and undertaking to enforce this chapter, neither the City, nor its Council, agents, or employees warrant or guaranty the safety, fitness or suitability of any rental dwelling or RDU in the City. Owners and occupants should take appropriate steps to protect their interests, health, safety, and welfare.

118.12: SEVERABILITY AND SAVINGS CLAUSE

If any section or portion of this chapter shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not service as an invalidation or effect the validity and enforceability of any other section or provision of this Code.

CHAPTER 87: PROPERTY MAINTENANCE CODE

87.01: ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE

The 2021 International Property Maintenance Code (IPMC), as promulgated by the International Code Council, Inc., is adopted by reference and incorporated in the City Code in whole as if it was set out in full, subject to the amendments contained in this Chapter.

87.02: AMENDMENTS TO INTERNATIONAL PROPERTY MAINTENANCE CODE

- A. Section 101.1 Title. These regulations shall be known as the Property Maintenance Code of the City of Corcoran, hereinafter referred to as “this code.”
- B. Section 102.1 General Applicability. Where there is a conflict between a general requirement and a specific requirement, the specific requirements shall govern. Where differences occur between provisions of this Code and the referenced standards, the provisions of this code shall apply. Where there are conflicts with this code and other provisions of the City Code, the City Code provisions will prevail. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.
- C. Section 102.3 Application of Other Codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the Minnesota State Building Code (MSBC), established pursuant to Minnesota Statutes 16B.59 – 16B.75, as amended from time to time, and as adopted by the City. Nothing in this Code shall be construed to cancel, modify, or set aside any provision of the MSBC or the City of Corcoran City Code.
- D. Section 102.8 Referenced Code and Standards. The codes and standards referenced in this code shall be those listed in Chapter 8 of the IPMC and shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this Code and the MSBC, the most restrictive shall apply.
- E. Section 103.1 Creation of Agency. The Zoning and Land Use Division is hereby created and the official in charge thereof shall be known as the Code Compliance Official, hereinafter referred to as the “code official.” The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.
- F. Section 104.1 Fees. The fees for activities and services performed in carrying out responsibilities under this code shall be in amounts set forth by the City Council.
- G. Section 107.1 General Means of Appeal. In order to hear and decide appeals of orders, decisions, or determinations made by the code official relative to the application and interpretation of this code, the City Council shall serve as the Board of Appeals and

Adjustments and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the code official.

- H. Section 107.3 Qualifications. Not adopted.
- I. Section 108.1 Membership of Board. Not adopted.
- J. Section 109.4 Violation Penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day a violation continues after due notice has been served may be deemed a separate offense.
- K. Section 111.9 Restoration or Abatement. The structure or equipment determined to be unsafe by the code official is permitted to be restored to a safe condition. The owner, owner's authorized agent, operator or occupant of a structure, premises or equipment deemed unsafe by the code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition, or other approved corrective action. To the extent that repairs, alterations, or additions are made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions, or change of occupancy shall comply with the requirements of the MSBC.
- L. Section 201.3 Terms Defined in Other Codes. Where terms are not defined in this code and are defined in the MSBC, Minnesota State Fire Code (MSFC), Minnesota Fuel Gas Code, Minnesota Mechanical Code, Minnesota Plumbing Code, International Residential Code, International Zoning Code, or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.
- M. Section 201.4 Terms Not Defined. Where terms are not defined through the methods authorized by this section, the Merriam-Webster's Collegiate Dictionary Tenth Edition shall be used to define such terms.
- N. Section 202 Code Official Definition. The City's Code Compliance Official will serve as the code official as defined in this code. The code official is charged with the administration and enforcement of this code, or any duly authorized representative.
- O. Section 302.4 Weeds. Not adopted.
- P. Section 302.7 Motor Vehicles. Not adopted.
- Q. Section 303.2 Enclosures. Not adopted.

R. Section 304.14 Insect Screens. Every door, window, and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged, or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

1. Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

S. Section 306.1.1 Component Serviceability Unsafe Conditions. Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the MSBC as required for existing buildings:

1. Soils that have been subjected to any of the following conditions:
 - 1.1 Collapse of footing or foundation system.
 - 1.2 Damage to footing, foundation, concrete or other structural element due to soil expansion.
 - 1.3 Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil.
 - 1.4 Inadequate soil as determined by a geotechnical investigation.
 - 1.5 Where the allowable bearing capacity of the soil is in doubt.
 - 1.6 Adverse effects to the footing, foundation, concrete, or other structural element due to the ground water table.
2. Concrete that has been subjected to any of the following conditions:
 - 2.1 Deterioration.
 - 2.2 Ultimate deformation.
 - 2.3 Fractures.
 - 2.4 Fissures.
 - 2.5 Spalling.
 - 2.6 Exposed reinforcement.
 - 2.7 Detached, dislodged or failing connections.
3. Aluminum that has been subjected to any of the following conditions:
 - 3.1 Deterioration.
 - 3.2 Corrosion.
 - 3.3 Elastic deformation.
 - 3.4 Ultimate deformation.
 - 3.5 Stress or strain cracks.
 - 3.6 Joint fatigue.
 - 3.7 Detached, dislodged or failing connections.

4. Masonry that has been subjected to any of the following conditions:
 - 4.1 Deterioration.
 - 4.2 Ultimate deformation.
 - 4.3 Fractures in masonry or mortar joints.
 - 4.4 Fissures in masonry or mortar joints.
 - 4.5 Spalling.
 - 4.6 Exposed reinforcement.
 - 4.7 Detached, dislodged or failing connections.
 5. Steel that has been subjected to any of the following conditions:
 - 5.1 Deterioration.
 - 5.2 Elastic deformation.
 - 5.3 Ultimate deformation.
 - 5.4 Metal fatigue.
 - 5.5 Detached, dislodged or failing connections.
 6. Wood that has been subjected to any of the following conditions:
 - 6.1 Ultimate deformation.
 - 6.2 Deterioration.
 - 6.3 Damage from insects, rodents, and other vermin.
 - 6.4 Fire damage beyond charring.
 - 6.5 Significant splits and checks.
 - 6.6 Horizontal shear cracks.
 - 6.7 Vertical shear cracks.
 - 6.8 Inadequate support.
 - 6.9 Detached, dislodged or failing connections.
 - 6.10 Excessive cutting and notching.
 7. Exceptions:
 - 7.1 Where substantiated otherwise by an approved method.
 - 7.2 Demolition of unsafe conditions shall be permitted where approved by the code official.
- T. Section 308.1: Accumulation of Rubbish or Garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage pursuant to the nuisance provisions of the City Code.
- U. Section 502.5: Public Toilet Facilities. Public toilet facilities shall be maintained in a safe, sanitary, and working condition in accordance with the Minnesota Plumbing Code. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during occupancy of the premises.

- V. Section 505.1: General Water System. Every sink, lavatory, bathtub or shower, drinking fountain, water closet, or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs, and showers shall be supplied with hot or tempered and cold running water in accordance with the Minnesota Plumbing Code.
- W. Section 602.3: Heat Supply. Every owner and operator of any building who rents, leases, or lets one or more dwelling units or sleeping units on terms either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 1 to April 30 to maintain a minimum temperature of 68-degrees Fahrenheit (20-degrees Celsius) in all habitable rooms, bathrooms, and toilet rooms.
- Exceptions:
1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in the Minnesota Plumbing Code.
 2. In areas where the average monthly temperature is above 30-degrees Fahrenheit (-1-degree Celsius), a minimum temperature of 65-degrees Fahrenheit (18-degrees Celsius) shall be maintained.
- X. Section 602.4: Occupiable Work Spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 1 to April 30 to maintain a minimum temperatures of 65-degree Fahrenheit (18-degree Celsius) during the period the spaces are occupied.

Exceptions:

1. Processing, storage, and operation areas that require cooling or special temperature conditions.
 2. Areas in which persons are primarily engaged in vigorous physical activities.
- Y. Section 604.3.1.1 Electrical Equipment. Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the MSBC.

Exception: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:

1. Enclosed switches, rated not more than 600 volts or less.

2. Busway, rated not more than 600 volts.
3. Panelboards, rated not more than 600 volts.
4. Switchboards, rated not more than 600 volts.
5. Fire pump controllers, rated not more than 600 volts.
6. Manual and magnetic motor controllers.
7. Motor control centers.
8. Alternating current high-voltage circuit breakers.
9. Low-voltage power circuit breakers.
10. Protective relays, meters, and current transformers.
11. Low- and medium-voltage switchgear.
12. Liquid-filled transformers.
13. Cast-resin transformers.
14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water.
15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water.
16. Luminaires that are listed as submersible.
17. Motors.
18. Electronic control, signaling, and communication equipment.

- Z. Section 604.3.2.1: Electrical Equipment. Electrical switches, receptacles, and fixtures, including furnace, water, heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the MSBC.

Exception: Electrical switches, receptacles, and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

- AA. Section 701.2: General Means of Egress. A safe, continuous, and obstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the MSBC.
- BB. Section 702.2: Aisles. The required width of aisles in accordance with the Minnesota State Fire Code shall be unobstructed.
- CC. Section 702.3: Locked Doors. Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the MSBC.
- DD. Section 702.4: Emergency Escape and Rescue Openings. Required emergency escape and rescue openings shall be maintained in accordance with the code in effect at the

time of construction, and both of the following:

1. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.
 2. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided that the minimum net clear opening size complies with the code that was in effect at the time of construction and the unit is equipped with smoke alarms installed in accordance with the MSBC. Such devices shall be releasable or removable from the inside without the use of a key, tool, or force greater than which is required for normal operation of the escape and rescue opening.
- EE. Section 703.2: Unsafe Conditions Fire-Resistance Ratings. Where any components are not maintained and do not function as intended or do not have the fire resistance required by the code under which the building was constructed or altered, such components or portions thereof shall be deemed unsafe conditions in accordance with the MSFC. Components or portions thereof determined to be unsafe shall be repaired or replaced to conform to that code under which the building was constructed or altered. Where the condition of components is such that any building, structure, or portion thereof presents an imminent danger to the occupants of the building, structure, or portion thereof, the fire code official shall act in accordance with the MSFC.
- FF. Section 703.7 Vertical Shafts. Interior vertical shafts, including stairways, elevator hoistways, and service and utility shafts, which connect two or more stories of a building shall be enclosed or protected as required in the MSFC. New floor openings in existing buildings shall comply with the MSBC.
- GG. Section 704.1 Inspection, Testing and Maintenance. Fire Protection and life safety systems shall be maintained in accordance with the MSFC in an operative condition at all times, and shall be replaced or repaired where defective.
- HH. Section 704.1.2 Required Fire Protection and Life Safety Systems. Fire protection and life safety systems required by this code, the MSFC or the MSBC shall be installed, repaired, operated, tested, and maintained in accordance with this code. A fire protection and life safety system for which a design option, exception, or reduction to the provisions of this code, the MNFC or the MNBC has been granted shall be considered to be a required system.
- II. Section 704.1.3 Fire Protection Systems. Fire protection systems shall be inspected, maintained, and tested in accordance with the following MSFC requirements:
1. Automatic sprinkler systems, see Section 903.5.

2. Automatic fire-extinguishing systems protecting commercial cooking systems, see Section 904.12.
 3. Automatic water mist extinguishing systems, see Section 904.11.
 4. Carbon dioxide extinguishing systems, see Section 904.8.
 5. Carbon monoxide alarms and carbon monoxide detection systems, see Section 915.6.
 6. Clean-agent extinguishing systems, see Section 904.10.
 7. Dry-chemical extinguishing systems, see Section 904.6.
 8. Fire alarm and fire detection systems, see Section 907.8.
 9. Fire department connections, see Sections 912.4 and 912.7.
 10. Fire pumps, see Section 913.5.
 11. Foam extinguishing systems, see Section 904.7.
 12. Halon extinguishing systems, see Section 904.9.
 13. Single- and multiple-station smoke alarms, see Section 907.10.
 14. Smoke and heat vents and mechanical smoke removal systems, see Section 910.6.
 15. Smoke control systems, see Sections 909.3 and 909.20.
 16. Wet-chemical extinguishing systems, see Section 904.5.
- JJ. Section 704.4.2 Removal of Existing Occupant-Use Hose Lines. The fire code official is authorized to permit the removal of existing occupant-use hose lines where all the following apply:
1. The installation is not required by the MSFC or MSBC.
 2. The hose line would not be utilized by trained personnel or the fire department.
 3. The remaining outlets are compatible with local fire department fittings.
- KK. Section 704.4.3 Termination of Monitoring Service. For fire alarm systems required to be monitored by the MSFC, notice shall be made to the fire code official whenever alarm monitoring services are terminated. Notice shall be made in writing by the provider of the monitoring service being terminated.
- LL. Section 704.5.1 Fire Department Connection Access. Ready access to fire department connections shall be maintained at all times and without obstruction by fences, bushes, trees, walls, or any other fixed or movable object. Access to fire department connections shall be approved by the fire chief.
- Exception: Fences, where provided with an access gate equipped with a sign complying with the legend requirements of Section 912.5 of the MSFC and a means of emergency operation. The gate and the means of emergency operation shall be approved by the fire chief and maintained operational at all times.
- MM. Section 704.6.4 Smoke Detection System. Smoke detectors listed in accordance with UL 268 and provided as part of the building's fire alarm system shall be an acceptable alternative to single- and multiple-station smoke alarms and shall comply with the following:

1. The fire alarm system shall comply with all applicable requirements in Section 907 of the MSFC.
 2. Activation of a smoke detector in a dwelling or sleeping unit shall initiate alarm notification in the dwelling or sleeping unit in accordance with Section 907.5.2 of the MSFC.
 3. Activation of a smoke detector in a dwelling or sleeping unit shall not activate alarm notification appliances outside of the dwelling or sleeping unit, provided that a supervisory signal is generated and monitored in accordance with Section 907.6.6 of the MSFC.
- NN. Section 705.1 General Carbon Monoxide Alarms and Detection. Carbon monoxide alarms shall be installed in dwellings in accordance with Section 1103.9 of the MSFC.
- OO. Section 8 – ICC Referenced Standards.

ICC referenced standards were replaced with the following Minnesota standards:

MSBC-20	<u>Minnesota State Building Code</u>
MSFC-20	<u>Minnesota State Fire Code</u>
MFGC-22	<u>Minnesota Fuel Gas Code</u>
MMC-20	<u>Minnesota Mechanical Code</u>
MPC-20	<u>Minnesota Plumbing Code</u>

- PP. Section A101 Boarding Standard. Appendix A of the International Property Maintenance Code is adopted by reference and incorporated in the City Code in whole as if it was set out in full, subject to the following amendments:
1. Section A102.1 Boarding Sheet Material. Boarding sheet material shall be minimum ½-inch thick (12.7 mm) wood structural panels complying with the MSBC.
 2. Section A102.2 Boarding Framing Material. Boarding framing materials shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the MSBC.
 3. Section A102.3 Boarding Fasteners. Boarding fasteners shall be a minimum strength and size to adequately affix the material to the building while preventing entry.
 4. Section A103 Installation. Not adopted.
 5. Section A104 Referenced Standard. Not adopted.
- QQ. Section B101 Board of Appeals. Appendix B of the International Property Maintenance Code is adopted by reference and incorporated in the City Code in whole as if it was set out in full, subject to the following amendments:

1. Section B101.1 Scope. The City of Corcoran's Board of Appeals and Adjustments will serve as the board of appeals for the purpose of hearing application for modification of this code pursuant to the provisions of Section 107 (Means of Appeals). The board shall operate in accordance with this section, and shall be authorized to hear evidence from appellants and the code official pertaining to the application and intent of this code for the purpose of issuing orders pursuant to these provisions.
2. Section B101.2 Application for Appeal. Any person shall have the right to appeal a decision of the code official to the board. A written appeal request shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The written request shall be filed with the code official within 30 days after the notice was mailed.
3. Section B101.3 Membership of The Board. Not adopted.