



## City of West St. Paul Rental Licensing Program

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### LICENSE APPROVAL PROCESS

RENTAL DWELLING LICENSES are approved or denied by the West St. Paul City Council.

**The process for rental licenses to be approved or denied by City Council is as follows:**

1. Staff conducts an initial Background Investigation (Check) of the rental property owner, partner or Corporate Officer after receiving Rental License applications.
2. Staff makes a recommendation to the Administration Department who submits the property for Council approval or denial of a Rental License based on the results of the Background Check, application and inspection review process. The City Council approves the applications on the Consent Agenda at City Council Meetings. A Hearing will be held to review applications recommended for denial, revocation or suspension.
3. **Effective January 1, 2012**, in an R1 zoning district, no more than ten percent (10%) of the single-family lots on any block shall be eligible to obtain a rental license, unless a Provisional License is granted by City Council. Properties in districts that exceed the permitted # of rentals can obtain a Provisional license limited to two years if the Owner uses a Property Management firm licensed with the MN Commerce Department and are approved by City Council.
4. A letter to the rental property owner will inform if the application is accepted or denied.
  - If the application is accepted, the rental property owner may be issued a License.
  - If the application is not accepted, the rental property owner is denied a Rental License and must rectify noncompliance issues and reapply for a Rental License.
5. Rental owners renew their License every year. Owners have their building inspected by a licensed Housing Evaluator or can submit an approved Alternative Inspection Report.
6. The Rental License does not apply to hotels, motels, hospitals, State-licensed residential care facilities, assisted living facilities, nursing homes, high school dormitories, single-family homes or duplexes in which the owner resides and there are no more than three unrelated persons in the owner's unit. Property owners who allow other family members to live in their home are not required to obtain a Rental License.

#### **1. What happens if the City Council Denies, Revokes or Suspends my Rental License?**

The City Council may deny, revoke or suspend a rental license pursuant to City Code Section 1005.2. 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 it is otherwise ineligible pursuant to Section 435.05 subd. 11.