



# MULTI-FAMILY HOUSING REGISTRATION PROGRAM

160 Lake Street North  
Big Lake, Minnesota 55309

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**PLEASE COMPLETE AN APPLICATION FOR EACH MULTIFAMILY BUILDING YOU OWN OR MANAGE, THEN SUBMIT THIS FORM ALONG WITH THE REGISTRATION FEE CALCULATED TO BIG LAKE CITY HALL**

PROPERTY NAME: \_\_\_\_\_

### MULTIFAMILY HOUSING LOCATION

Building Address: \_\_\_\_\_ Big Lake Minnesota 55309  
STREET ADDRESS

### BUILDING OWNER(S) INFORMATION:

Name/s: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE POSTAL CODE

Telephone No's: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

### PROPERTY MANAGEMENT INFORMATION: ( IF OTHER THAN OWNER)

Company Name: \_\_\_\_\_ Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE POSTAL CODE

Telephone No's: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

### BUILDING DESCRIPTION:

Year Built: \_\_\_\_\_ Building Height:  One Story  Two Story  Three Story

Fire Alarm Installed?  Yes  No

Fire Suppression System/Sprinklers Installed?  Yes  No

If yes to either, is the system monitored?  Yes  No

Company Name: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Are portable Fire Extinguisher's Installed?  Yes  No

Are Smoke Detectors Installed In Each Unit?  Yes  No

If yes how are they powered?  Battery Opened  Wired to Building Power

Are Garages Available on site?  Yes  No

### REGISTRATION FEE CALCULATION:

No. of Units: \_\_\_\_\_ Efficiency Units \_\_\_\_\_ 1 Bedroom Units \_\_\_\_\_ 2 Bedroom Units \_\_\_\_\_ 3+ Bedroom Units

**REGISTRATION AND INSPECTION FEE IS \$320.00 BASE FEE PER BUILDING INCLUDING THE FIRST THREE UNITS PLUS \$13.00 PER UNIT BEYOND THE FIRST THREE**

Base Registration Fee for Each Multifamily Building Containing 3 or more Units = \$ 320.00

Total Units This Building: \_\_\_\_\_ - 3 = \_\_\_\_\_ X \$ 13.00 per unit = + \$ \_\_\_\_\_

**TOTAL INSPECTION AND REGISTRATION FEE TO BE PAID FOR THIS BUILDING = \$ \_\_\_\_\_**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_