Student Housing Registration Application

(Initial Establishment Period) Aug 8 –Dec 5, 2012

Send Application to:

Department of Safety & Inspections 375 Jackson Street – Suite 220 Saint Paul, MN 55101-1806

> tel: 651-266-8989 fax: 651-266-8951



Chapter 67 of the Saint Paul Legislative Code requires all non-owner occupied one and two family dwellings used as student housing, which are located within the Student Housing (SH) overlay district, to be registered with the Department of Safety & Inspections.

Property Address:			
Number of residential un Number of STUDENT re	esidents in each unit:		
Number of bedrooms in Number of TOTAL resid	EACH unit:		
Number of TOTAL residents in each unit: Owner Name(s): Owner Mailing Address: Owner Telephone Number: Home; Office: Fax: Property Manager or Responsible Party Name: Property Manager or Responsible Party Mailing Address: Property Manager or Responsible Party Telephone Number: Home; Office: Fax: Certification of use: I certify that I have possessed either a valid Provisional Fire Certificate of Occupancy or a valid Fire			
Owner Mailing Address	:		
Owner Telephone Numb	oer: Home;	Cell:	
	Office:	Fax:	
Property Manager or Re	esponsible Party Name	e:	
Property Manager or Re		·	
Property Manager or Re			
I certify that I have possessed Certificate of Occupancy, pri In addition, I certify that witl	or to June 27, 2012, and th hin the eighteen (18) month ition of a Student Dwelling	nat the Fire Certificate continues to be valid. hs immediately preceding August 8, 2012, that the g under SPLC Chapter 67, and I have attached	use
Submitted by: Property	Owner or Responsible	e Party; (print name)	
Signature:			
Applicant, see back for de			
DSI - Review: Propert	ty meets requirements of Siditional comments of review	PLC 67 for initial establishment	
Reviewed by:		Date:	

Student Housing Registration Application

Definitions & additional information which may be helpful in completing the application...

Acceptable Documentation to Support Student Occupancy:

Lease copy and student photo ID card copy for each student resident Lease copy and university registration receipt for each student resident Other documents may also be acceptable to DSI in making reviews and approvals, inquire

Definition of a Student Dwelling:

Within the Student Housing Overlay District, a Student Dwelling is a one or two family dwelling requiring a Fire Certificate of Occupancy in which at least one unit is occupied by at least three (3) but not more than four (4) students.

Definition of a Student for purposes of this registration:

For these purposes, a student is an individual who is enrolled or has been accepted to an undergraduate degree program at a university, college, community college, technical college, trade school or similar and is enrolled in the upcoming or current session, or was enrolled in the previous term, or is on a scheduled term break or summer break from the institution.

Definition of a Family for purposes of maximum occupant count:

For these purposes, a family is one (1) or two (2) persons or parents, with their **direct lineal descendants** and adopted or legally cared for children (and including the domestic employees thereof) together with not more than two (2)persons not so related, living together in the whole or part of a dwelling comprising a single housekeeping unit. Siblings (without parents living with them) are not direct lineal descendants to one another. Every additional group of four (4) or fewer persons living in such housekeeping unit shall be considered a separate family for the purposes of this code.