



PROVISIONAL FIRE CERTIFICATE OF OCCUPANCY APPLICATION

Department of Safety & Inspections
Fire Safety Inspection Division
375 Jackson Street – Suite 220
Saint Paul MN 55101-1806
Fax: 651-266-9124

(Complete and return this form to the Department of Safety & Inspections)

Chapter 40 of the Saint Paul Legislative Code requires all existing buildings, with the exception of owner-occupied single family houses and owner-occupied duplexes, to have and maintain a Fire Certificate of Occupancy. It further states that the owners of all buildings subject to the Fire Certificate of Occupancy requirement shall apply for a Fire Certificate of Occupancy. Failure to do so may result in enforcement action.

Property Address: _____

Number of Residential Units: _____ Number of Stories: _____

Owner Name(s): _____

Mailing Address of Owner: _____

Owner Telephone Number(s): Home: _____ Cell: _____
Work: _____ Fax: _____

Property Manager(s): _____

Mailing Address of Property Manager: _____

Property Manager Telephone Number(s): Home: _____ Cell: _____
Work: _____ Fax: _____

The Total Amount Due includes \$100.00 per dwelling for the Provisional Certificate of Occupancy

Mail to: Fire Safety Inspections
375 Jackson Street, Suite 220
St. Paul, MN 55101

Total Amount Due: _____
(Add \$100 for each additional dwelling.)

* Make checks payable to: **City of St. Paul**

IF PAYING BY CREDIT CARD PLEASE COMPLETE THE FOLLOWING INFORMATION:

If paying by credit card, you may fax this invoice to: **651-266-9124**

You must sign and date this form at the bottom.

Signature of Cardholder (required for all charges):

☐ AMEX ☐ Discover ☐ MasterCard ☐ Visa

Security
Code ►

Expiration
Month/Year ►

Enter Account
Number ►►



CITY OF SAINT PAUL
Department of Safety & Inspections
Fire Safety Inspection Division

OWNER'S SELF EVALUATION AFFIDAVIT

375 Jackson Street Suite 220
Saint Paul, MN 55101-1806
(P) 651-266-8989 (F) 651-266-9124

Revised 04/2015

This pre-inspection checklist will help you prepare for your Fire Certificate of Occupancy inspection. It is not all inclusive of the items we will look for during the actual Fire Certificate of Occupancy inspection.

Address of Property:

Owner/Responsible Party Name and Address:

EXTERIOR

Address

Yes No

- ☐ ☐ Is the building address visible from the street and or alley with numbers at least four inches high?

INTERIOR

Electrical

Yes No

- ☐ ☐ Are all outlets/switch plate covers present, secured, and is all wiring concealed?
- ☐ ☐ Are extension cords used only on portable appliances?

Plumbing Fixtures

- ☐ ☐ Do sinks and wash basins have both hot and cold running water?

Smoke/Carbon Monoxide Alarms

- ☐ ☐ Are smoke alarms present and working?
- ☐ ☐ Are carbon monoxide (CO) alarms within 10' of sleeping rooms and working?

Exit Doors and Pathways

- ☐ ☐ Are exit doors and pathways clear, maintained and usable?

Windows/Patio Doors

Yes No

- ☐ ☐ Do windows and doors open and close freely?
- ☐ ☐ Is a window provided in each room used for sleeping?

Stairs & Porches

- ☐ ☐ Are handrails and guardrails present on stairs?
- ☐ ☐ Do decks over 30" tall have guardrails?

Garbage

- ☐ ☐ Is a garbage pick-up service provided?
- ☐ ☐ Are garbage containers provided?

Hazardous Storage

- ☐ ☐ Is gasoline and propane stored in the dwelling unit?

Emergency Contacts

- ☐ ☐ Are 24 hour emergency contact numbers provided to tenants?

OCCUPANCY

Number of sleeping rooms:

___ Basement ___ Main Floor

___ Second Floor ___ Third Floor/Attic

Total Number of Occupants ___

Additional Safety Tips:

- The leading cause of home fires is unattended cooking, followed closely by carelessly discarded smoker's materials
 - Maintain 3 feet of clearance around cooking surfaces
 - Never leave the room with food on the stove
 - Discard smoking materials in metal, glass or ceramic containers
- Clean dryer vents regularly
- Maintain 3 feet of clearance around heating appliances
- Do not overload outlets
- Do not leave open flames and candles unattended
- Test smoke alarms monthly
- Create an escape plan

I hereby certify that the above information is true to the best of my knowledge, and belief. I understand the property owner is responsible for the continued maintenance and habitability of this property.

Owner / Responsible Party signature

date

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