

Fire Protection Sprinkler System - Petition Requirements and Procedures

Petition Requirements

1. The property owner must petition the City of Saint Paul for fire protection sprinkler system financing by special assessment
2. The property owner must submit a petition letter to the city finance department's Assessments Section ("OFS/Assessment"). The letter must contain the following:
 - a. A cost estimate of the fire protection sprinkler system. Costs may include system design and installation, water utility fees (if desired), and other related costs.
 - b. A statement that the property owner will be responsible for the installation, and will use contractors and installers licensed or registered with the city or state.
 - c. A statement that the property owner agrees to waive his/her right to a public hearing on the proposed project and related special assessment, and to waive any and all rights to appeal the approved assessment to the District Court.
 - d. A statement that the property owner will be responsible for the difference between the approved construction cost estimate and the actual construction cost, if the actual cost is greater.
 - e. A statement that in the event the property owner requests that the assessment be abandoned, he/she will reimburse the City for all costs the City has incurred. At the discretion of the Council these costs may be collected as an assessment:
3. The petition letter must be signed by all owners of the property.
4. The petition letter must be accompanied by proof of property ownership (e.g., deed, title insurance commitment, title company ownership report).
5. The property owner must submit a signed "Agreement for Installation of Improvements and Waiver of Special Assessment Appeal." This document requires the property owner to agree to the following:
 - a. The amount to be assessed for the improvements will not exceed the amount of the approved construction estimate, plus any. City administrative costs and interest charges. Administrative costs may include providing a disbursing agent, engineering inspection services (obtained by City from a master contract) and other costs associated with review and implementation of the project and assessment.
 - b. No payment will be authorized until the completed installation work is inspected and approved by the Department of Safety Inspections (DSI) and the Department of Fire and Safety Services for compliance with all applicable fire and building codes, and the assessment is adopted by the City Council.
 - c. The adopted special assessment will have a term no longer than 20 years.

- d. The adopted special assessment will bear interest at the highest rate applicable for any other special assessment levied by the City.

Petition Submission/Approval Procedures

1. The property owner submits to OFS/Assessments a petition letter, ownership report, signed waiver agreement and other pertinent documentation.
2. OFS/Assessments reviews the city assessment budget to determine if funding is available for the requested fire sprinkler project.
3. If funding is sufficient, OFS/Assessments reviews the petition documents. If all information is complete, OFS/Assessments creates an assessment project, with the city funding source identified, and prepares a City Council resolution that authorizes the fire sprinkler project and establishes a project budget. Unless specifically waived by the Council, the petition must be approved by the Council before installation of the proposed fire protection sprinkler system may begin.
4. OFS/Assessments verifies that DSI/Fire Inspection has received fire sprinkler system plans and has approved the plans.
5. OFS/Assessments processes the City Council resolution and, following adoption, makes the fire sprinkler assessment “pending” in the assessment computer system.
6. The property owner’s contractor performs the fire sprinkler system installation work.
7. DSI/Fire Inspection inspects the installation work. Inspections must be done prior to covering the system with a ceiling and after all work is completed.
8. DSI/Fire Inspection prepares a final report approving the work and notifies OFS/Assessments.
9. Petitioner submits all invoices and lien waivers to OPS/Assessments.
10. OFS/Assessments prepares and processes the City Council assessment approval paperwork, which includes:
 - a. Resolution setting the date of the public hearing on the assessment
 - b. Report of Completion (to accompany date-setting resolution)
 - c. Resolution to adopt the assessment (at the public hearing)
11. Following Council adoption of the assessment, OFS/Assessments requests a check from OFS/Treasury.
12. OPS/Assessments delivers a check to the property owner or the contractor and obtains a signed receipt.
13. The process is complete.