



CHANGE OF OWNERSHIP, RESPONSIBLE PARTY AND/OR MAILING ADDRESS FOR FIRE C OF O PROPERTIES

Department of Safety & Inspections
Fire Safety Inspection Division
375 Jackson Street – Suite 220
Saint Paul MN 55101-1806
Fax: 651-266-8951

(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: _____

Building or Business Name: _____

Commercial:	_____	Mixed Residential/Commercial:	_____	Commercial Sq. Ft:	_____
Residential:	_____	Number of Residential Units:	_____	Number of Stories:	_____
# of Basement Levels:	_____	Fire Alarm System:	_____	Sprinkler System:	_____
Keybox:	_____	Fire Service Elevator:	_____	Emergency Generator:	_____

Owner Name(s): _____

Mailing Address of Owner: _____

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

*Manager/Responsible Party: _____

Mailing Address of Property Manager: _____

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

Additional Information: _____

Submitted By: _____

Signature: _____ DATE OF CHANGE: _____