

Enter Account Number ▶ ▶

PROVISIONAL FIRE CERTIFICATE OF OCCUPANCY APPLICATION

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

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

Fax: 651-266-9124

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 Sto	ries:							
Owner Name(s):										
Mailing Address of Owner:										
Owner Telephone Number(s): Home: Work:						ll:				
Property Manager(s):										
Mailing Address of Property Manager:							-			
Property Manager Telephone Number(s):						Cell: Fax:				
The Total Amount Due includes \$117	.00 per dwel	ling fo	r the	Provi	sion	al Certificate o	f Occ	upan	су	
Mail to: Fire Safety Inspections 375 Jackson Street, Suite 220 St. Paul, MN 55101 Total Amount Due: (Add \$117 for each additional dwelling.)										
* Make checks payable to: City of St. Paul										
IF PAYING BY CREDIT CARD PLEASE Countries of the second state of t	oice to:	HE FO 651-				DRMATION:				
Signature of Cardholder (required for all cha	irges):									
☐ AMEX ☐ Discover ☐ MasterCard ☐ Vi	sa Security					Expiration				



OWNER'S SELF EVALUATION AFFIDAVIT

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

Address of Property:

Revised 2/2022

Owner/Responsible Party Name and Address:

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.

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EXTERIOR					
Address	Windows/Patio Doors	Additional Safety Tips:			
Yes No	Yes No	Traditional Surety Tips			
☐ ☐ Is the building address visible from the street and or alley with numbers at least four inches high?	 □ Do windows and doors open and close freely? □ Is a window provided in each room used for sleeping? 	The leading cause of home fires is unattended cooking, followed closely by carelessly discarded			
INTERIOR	Stairs & Porches	smoker's materials			
Electrical	☐ Are handrails and guardrails	o Maintain 3 feet of clearance around			
Yes No	present on stairs?	cooking surfaces			
☐ Are all outlets/switch plate covers present, secured, and is all wiring	☐ ☐ Do decks over 30" tall have guardrails?	o Never leave the room with food on the			
concealed?	Garbage	stove			
☐ Are extension cords used only on portable appliances?	□ Is a garbage pick-up service provided?□ Are garbage containers provided?	 Discard smoking materials in metal, glass or ceramic 			
Plumbing Fixtures	Hazardous Storage	containers			
☐ ☐ Do sinks and wash basins have both hot and cold running water?	☐ ☐ Is gasoline and propane stored in the dwelling unit?	Clean dryer vents regularlyMaintain 3 feet of clearance			
Smoke/Carbon Monoxide Alarms	Emergency Contacts	around heating appliances			
☐ Are smoke alarms present and working?	☐ Are 24 hour emergency contact numbers provided to tenants?	 Do not overload outlets Do not leave open flames and candles unattended Test smoke alarms monthly Create an escape plan 			
☐ Are carbon monoxide (CO) alarms within 10' of sleeping rooms and working?	OCCUPANCY Number of sleeping rooms:				
Exit Doors and Pathways	Basement Main Floor				
\Box Are exit doors and pathways clear,	Second Floor Third Floor/Attic				
maintained and usable?	Total Number of Occupants				
I hereby certify that the above information i and belief. I understand the property owner maintenance and habitability of this propert	Send To: Department of Safety & Inspection Fire Safety Inspection Division 375 Jackson Street – Suite 220 Saint Paul, MN 55101-1806 Fax: 651-266-9124				
Owner / Responsible Party signature	date	001 200 / 12 .			