

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 <b>St</b> c	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 \$126	.00 per dwell	ing fo	r the	Provi	ision	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 \$126 for each additional dwelling.)										
* Make checks payable to: City of St. Paul										
IF PAYING BY CREDIT CARD PLEASE C If paying by credit card, you may fax this inv You must sign and date this form at the bot	oice to:	не FO 651-				DRMATION:				
Signature of Cardholder (required for all cha	arges):									
☐ 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.

EXTERIOR	W. J /D. C. D			
Address Yes No	Windows/Patio Doors Yes No	Additional Safety Tips:		
☐ ☐ Is the building address visible from the street and or alley with numbers at least four inches high?	he building address visible from Street and or alley with numbers Do windows and doors open and close freely?			
INTERIOR	TERIOR Stairs & Porches			
Electrical  Yes No  □ Are all outlets/switch plate covers present, secured, and is all wiring	<ul> <li>□ Are handrails and guardrails present on stairs?</li> <li>□ Do decks over 30" tall have guardrails?</li> </ul>	<ul> <li>Maintain 3 feet of clearance around cooking surfaces</li> <li>Never leave the room with food on the</li> </ul>		
concealed?  ☐ Are extension cords used only on portable appliances?	Garbage  □ □ Is a garbage pick-up service provided? □ □ Are garbage containers provided?	o Discard smoking materials in metal, glass or ceramic		
<b>Plumbing Fixtures</b>	Hazardous Storage	containers		
☐ ☐ Do sinks and wash basins have both hot and cold running water?	☐ ☐ Is gasoline and propane stored in the dwelling unit?	<ul><li>Clean dryer vents regularly</li><li>Maintain 3 feet of clearance</li></ul>		
Smoke/Carbon Monoxide Alarms	<b>Emergency Contacts</b>	around heating appliances		
<ul> <li>□ Are smoke alarms present and working?</li> <li>□ Are carbon monoxide (CO) alarms within 10' of sleeping rooms and working?</li> </ul>	<ul> <li>□ Are 24 hour emergency contact numbers provided to tenants?</li> <li>OCCUPANCY</li> <li>Number of sleeping rooms:</li> </ul>	<ul> <li>Do not overload outlets</li> <li>Do not leave open flames and candles unattended</li> <li>Test smoke alarms monthly</li> <li>Create an escape plan</li> </ul>		
<b>Exit Doors and Pathways</b>	Basement Main Floor			
☐ 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 is and belief. I understand the property owner is maintenance and habitability of this property.	responsible for the continued	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	· · · · · · · · · · · · · · · · · · ·		