

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. Forms, fee schedules, and other inspection handouts are available on our website at www.stpaul.gov/cofo.

Property Address:						
Number of Residential Units:	Number o	of Stories:				
Owner Name(s):						
Mailing Address of Owner:						
Owner Telephone Number(s): Home:						
Work:			Fax:			
Property Manager(s):						
Mailing Address of Property Manager:						
Property Manager Telephone Number(s):						
	Work:		Fa	x:		
The Total Amount Due includes \$105.	.00 per dwelli	ng for the Pi	ovisional Certif	cate of O	ccupan	су
Mail to: Fire Safety Inspections 375 Jackson Street, Suite 220 St. Paul, MN 55101		Total Amo \$105 for each a	unt Due:			_
* Make checks payable to: City of St. Paul						
IF PAYING BY CREDIT CARD PLEASE CO If paying by credit card, you may fax this inv You must sign and date this form at the bot	voice to:	E FOLLOWI 651-266-9		ON:		
Signature of Cardholder (required for all cha	rges):					
☐ AMEX ☐ Discover ☐ MasterCard ☐ Vi	sa Security		Expirati	on		

Code ▶

Month/Year ▶



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 04/2020

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 Address	Windows/Patio Doors	Additional Safety Tips:		
Yes No ☐ Is the building address visible from the street and or alley with numbers at least four inches high?	Yes No □ □ 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 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 less than 10yrs & working? □ Are carbon monoxide (CO) alarms 	 □ 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? 	 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 		
within 10' of sleeping rooms and working?	OCCUPANCY Number of sleeping rooms:	 Test smoke alarms monthly Create an escape plan		
Exit Doors and Pathways	Basement Main Floor			
\square 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 t and belief. I understand the property owner is maintenance and habitability of this property.	responsible for the continued	Send To: Department of Safety & Inspections Fire Safety Inspection Division 375 Jackson Street – Suite 220 Saint Paul, MN 55101-1806 Fax: 651-266-9124		
Owner / Responsible Party signature	date			