



## CITY OF SAINT PAUL

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

## INSTRUCTIONS FOR FIRE ALARM FEE CALCULATION

Revised January 2016

- **BASE FEE**
  - \$72.00 minimum
  
- **FIRE ALARM CONTROL UNIT**
  - \$20.00 for each
  
- **FIRE ALARM OPENING**
  - \$2.00 for each device
  
- **PLAN REVIEW**
  - Required for 100 devices or more. Fee is 65% of permit fee. (Effective May 1, 2012)

STATE SURCHARGE IS \$1.00 FOR THE ABOVE ITEMS.

Exceptions on the state surcharge is when the permit fee is greater than \$10,000.00 in which case it is the permit cost times 0.0005.

Fill out a [Fire Alarm Inspection Request Form](#) and fax it to (651) 266-8951 or email to [DSI-EG@ci.stpaul.mn.us](mailto:DSI-EG@ci.stpaul.mn.us) when you are ready for an inspection. An inspector will contact you within 48 hours to set up an inspection time. A separate electrical inspection is also required and can be scheduled by calling your assigned electrical inspector between 7:30am and 9:00am.

Permit fee information can be obtained by calling (651) 266-8989  
Monday – Friday 8:00 AM – 4:00 PM