



CITY OF ST. PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS
375 JACKSON STREET, SUITE 220
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Visit our Web Site at www.stpaul.gov/dsi

CHANGE OF OWNERSHIP, RESPONSIBLE PARTY AND/OR MAILING ADDRESS FOR Fire Certificate of Occupancy

Revised 1/2018

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 Contact Information: Work/Home: _____ Cell: _____
Email: _____

*Manager/Responsible Party: _____

Mailing Address of Property Manager: _____

Property Manager Contact Information: Work/Home: _____ Cell: _____
Email: _____

Additional Information: _____

Submitted By: _____

Signature: _____ DATE OF CHANGE: _____