



# CITY OF ST. PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS  
375 JACKSON STREET, SUITE 220  
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## CERTIFICATE OF OCCUPANCY APPLICATION

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: \_\_\_\_\_

Property Manager(s): \_\_\_\_\_

Mailing Address of Property Manager: \_\_\_\_\_  
\_\_\_\_\_

Property Manager Contact Information: Work/Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_