



## Provisional Fire Certificate of Occupancy Application

Complete and return this form to the Department of Safety and Inspections

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 Stories:

Owner Name(s):

Property Manager(s):

Mailing Address of Owner:

Mailing Address of Property Manager:

Owner Telephone Number(s):

Property Manager Telephone Number(s):

---

**The Total Amount Due includes a \$126.00 per dwelling for the Provisional Certificate of Occupancy.**

Mail to: Fire Safety Inspections  
375 Jackson Street, Suite 220  
Saint Paul, MN 55101

**Total Amount Due:**  
(Add \$126 for each additional dwelling)

Make checks payable to: **City of Saint Paul**

---

**Property owners now have the option to submit Provisional Fire Certificate of Occupancy permit applications online 24/7 using PAULIE**, Saint Paul's secure online system for permits, licenses, inspections, and more. With a free account, you'll be able to track your application progress and pay fees anytime, anywhere. Visit us at [www.stpaul.gov/PAULIE](http://www.stpaul.gov/PAULIE) to get started.

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 inspection.

**Address of Property:**

**Owner/Responsible Party Name and Address:**

## EXTERIOR

### Address

Yes No

Is the building address visible from the street and or alley with numbers at least four inches high?

### Windows/Patio Doors

Yes No

Do windows and doors open and close freely?

Is a window provided in each room used for sleeping?

## INTERIOR

### Electrical

Yes No

Are all outlets/switch plate covers present, secured, and is all wiring concealed?

Are extension cords used only on portable appliances?

### Stairs & Porches

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?

## OCCUPANCY

Number of sleeping rooms:

Basement

Main Floor

Second Floor

Third Floor/Attic

Total Number of Occupants

### Plumbing Fixtures

Do sinks and wash basins have both hot and cold running water?

### Smoke/Carbon Monoxide Alarms

Are smoke alarms present and working?

Are carbon monoxide (CO) alarms within 10' of sleeping rooms and working?

### Exit Doors and Pathways

Are exit doors and pathways clear, maintained and usable?

### Additional Safety Tips:

- The leading cause of home fires is unattended cooking, followed closely by carelessly discarded smoker's materials
  - 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
- Test smoke alarms monthly
- Create an escape plan

### Send To:

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

**Fax:** 651-266-9124

I hereby certify that the above information is true to the best of my knowledge and belief. I understand the property owner is responsible for the continued maintenance and habitability of this property.

Owner/Responsible Party signature

Date