



CITY OF SAINT PAUL
 Department of Safety & Inspections
 Fire Safety Inspection Division

OWNER'S SELF EVALUATION AFFIDAVIT

375 Jackson Street Suite 220
 Saint Paul, MN 55101-1806
 (P) 651-266-8989 (F) 651-266-9124

Revised 04/2015

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.

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 ___

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

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?

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

Send To:

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 Fax: 651-266-9124