



# APPLICATION FOR APPEAL

RECEIVED  
AUG 20 2012  
CITY CLERK

Saint Paul City Clerk  
310 City Hall, 15 W. Kellogg Blvd.  
Saint Paul, Minnesota 55102  
Telephone: (651) 266-8560

The City Clerk needs the following to process your appeal:

- \$25 filing fee payable to the City of Saint Paul (if cash: receipt number \_\_\_\_\_)
- Copy of the City-issued orders or letter which are being appealed
- Attachments you may wish to include
- This appeal form completed
- Walk-In OR  Mail-In

**YOUR HEARING Date and Time:**

Tuesday, Sept. 4

Time 1:30 P.M.

Location of Hearing:  
Room 330 City Hall/Courthouse

## Address Being Appealed:

Number & Street: 1175 Ross Ave #2 City: St. Paul State: MN Zip: 55106

Appellant/Applicant: Adam Smith Email Adam@recordsgroup.com

Phone Numbers: Business 612-801-5847 Residence " Cell "

Signature: [Handwritten Signature] Date: \_\_\_\_\_

Name of Owner (if other than Appellant): \_\_\_\_\_

Address (if not Appellant's): \_\_\_\_\_

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell \_\_\_\_\_

## What Is Being Appealed and Why? *Attachments Are Acceptable*

- Vacate Order/Condemnation/Revocation of Fire C of O
- Summary/Vehicle Abatement
- Fire C of O Deficiency List
- Fire C of O: Only Egress Windows
- Code Enforcement Correction Notice
- Vacant Building Registration
- Other

I just got notice from James Thomas (the fire inspector) that the electric has been off for two months + my tenant did not notify me that she hasn't paid her bills. She is moving out by 8/20/12. Electric will be back on after she is out. I have new tenants

Revised 4/22/2011



**CHANGE OF OWNERSHIP, RESPONSIBLE PARTY AND/OR MAILING ADDRESS FOR FIRE C OF O PROPERTIES**

(Complete and return this form to the Department of Safety & Inspections)

Department of Safety & Inspections  
 Fire Prevention Division  
 375 Jackson Street – Suite 220  
 Saint Paul MN 55101-1806  
 Fax: 651-266-8951

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: 1175 Ross Ave

Building or Business Name: \_\_\_\_\_

Commercial:	<input type="checkbox"/>	Mixed Residential/Commercial:	<input type="checkbox"/>	Commercial Sq. Ft:	<input type="checkbox"/>
Residential:	<input checked="" type="checkbox"/>	Number of Residential Units:	<u>2</u>	Number of Stories:	<u>2</u>
# of Basement Levels:	<input type="checkbox"/>	Fire Alarm System:	<input type="checkbox"/>	Sprinkler System:	<input type="checkbox"/>
Keybox:	<input type="checkbox"/>	Fire Service Elevator:	<input type="checkbox"/>	Emergency Generator:	<input type="checkbox"/>

Owner Name(s): Adam Smith

Mailing Address of Owner: 13882 191st Ct NW  
Elk River, MN 55330

Owner Telephone Number(s): Home: \_\_\_\_\_ Cell: 612-801-5847  
 Work: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Manager/Responsible Party: Adam Smith

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

Property Manager Telephone Number(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Work: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Submitted By: Adam Smith

Signature: [Handwritten Signature] DATE OF CHANGE: 8/9/12



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220 Telephone: 651-266-8989  
Saint Paul, MN 55101-1806 Fax: 651-266-8951

August 6, 2012

Adam N Smith  
13882 191st Ct Nw  
Elk River MN 55330-4302

### CORRECTION NOTICE - COMPLAINT INSPECTION

RE: 1175 ROSS AVE  
Ref. # 104463

Dear Property Representative: Letter was sent to previous owner. No responsibility party update .

An inspection was made of your building on July 27, 2012 in response to a referral. You are hereby notified that the following deficiency list must be corrected immediately. A reinspection will be made on or after August 14, 2012.

Failure to comply may result in a criminal citation or revocation of the Certificate of Occupancy. The Saint Paul Legislative Code requires that no building shall be occupied without a Certificate of Occupancy. The code also provides for the assessment of additional reinspection fees.

#### DEFICIENCY LIST

1. Unit 2 - SPLC 34.14 (2), 34.34 (5) - Provide an approved electrical and or gas service adequate to meet the buildings needs. You must maintain basic facilities gas water and electric service to occupy unit. Contact Xcel to restore the electric service.
2. Unit 2 - SPLC 34.11(5), 34.34(2), SPC 4715.0200Q - Provide adequate hot water between 120 degrees F and 130 degrees F. If there is no gas service you do not have hot water. Have Xcel restore service.

Saint Paul Legislative Code authorizes this inspection and collection of inspection fees. For forms, fee schedule, inspection handouts, or information on some of the violations contained in this report, please visit our web page at: <http://www.stpaul.gov/cofo>

You have the right to appeal these orders to the Legislative Hearing Officer. Applications for appeals may be obtained at the Office of the City Clerk, 310 City Hall, City/County Courthouse, 15 W Kellogg Blvd, Saint Paul MN 55102 Phone: (651-266-8688) and must be filed within 10 days of the date of the original orders.

If you have any questions, email me at: [james.thomas@ci.stpaul.mn.us](mailto:james.thomas@ci.stpaul.mn.us) or call me at 651-266-8983 between 7:30 a.m. - 9:00 a.m. Please help to make Saint Paul a safer place in which to live and work.

Sincerely,

James Thomas  
Fire Inspector

Ref. # 104463



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

August 15, 2012

Adam Smith  
13882 191st Ct Nw  
Elk River MN 55330-4302

**INSPECTION APPOINTMENT**

Dear Property Owner:

An inspection of your property has been scheduled as follows:

<b>Address:</b>	1175 ROSS AVE	<b>Units:</b>	2
<b>Date:</b>	September 11, 2012	<b>Time:</b>	10:00A.M.
<b>Inspector:</b>	James Thomas	<b>Phone:</b>	651-266-8983
		<b>Email:</b>	james.thomas@ci.stpaul.mn.us

You or your responsible representative is requested to meet the inspector at the front of the building to admit and accompany the inspector throughout the building, including each rental unit. It is the responsibility of the owner to notify the tenants at least 24 hours in advance that an inspection will be done. Please have keys available to all units and common areas.

Saint Paul Legislative Code authorizes this inspection and the collection of inspection fees. It is a criminal misdemeanor violation should you not permit this inspection by failing to appear for this appointment without rescheduling with the inspector. In addition, a **No Entry Fee of \$60.00** may be assessed to the Renewal Fee whenever the owner or responsible representative needs to re-schedule the appointment but fails to notify the inspector, **in writing**, by 8:00 a.m. on the date of the inspection.

If you no longer own this building, contact the inspector immediately between 7:30 - 9:00 a.m., Monday through Friday.

**FOR CONDOS:**

The interior of owner-occupied dwelling units are **exempt** from this inspection. In condominium buildings, only *rental* units, the common areas, and utility area will be inspected.

**FOR APARTMENTS AND DWELLINGS:**

A **Smoke Detector Affidavit and an Existing Fuel Burning Equipment Safety Test report must be completed at the time of inspection.** For these forms, fee schedules, information and other inspection handouts, please visit our web page at: <http://www.stpaul.gov/cofo>

Thank you for your co-operation.