



**Fire Certificate of Occupancy  
Fee Invoice**

**CITY OF SAINT PAUL**  
 Department of Safety and Inspections  
 375 Jackson Street, Suite 220  
 Saint Paul, MN 55101-1806  
 PHONE: (651) 266- 8989  
 FAX: (651) 266- 9124  
 An Equal Opportunity Employer

Check this box if making any name or mailing address corrections.

MARK RITCHIE  
 235 SUMMIT AVE UNIT 1  
 ST PAUL MN 55102

Bill Date: March 22, 2021  
 Amount Due: \$242.00  
 Due Date: April 22, 2021  
 Customer #: 1381629

**\*\* Late fees will be charged if not paid by due date \*\***

**Property Address:**  
 416 FAIRVIEW AVE S

**Ref.# 119653**  
**Folder RSN: 3972668**

| Date           | Type of Fee                            | Bill #  | Amount   |
|----------------|--|---------|----------|
| March 18, 2021 | CO Residential 1 & 2 Units Initial Fee | 1561290 | \$242.00 |

**PAY THIS AMOUNT:                    \$242.00**

You can pay this invoice online by going to [online.stpaul.gov](http://online.stpaul.gov) and selecting the 'Make a Payment' option. You will need your customer number and bill number to process a payment - both can be found on this invoice.

Mail to: Billing  
 Department of Safety and Inspections  
 375 Jackson Street, Suite 220  
 Saint Paul, MN 55101-1806

Make Checks Payable to: City of St. Paul  
 \*\* Return this document with payment \*\*



**Signature of Cardholder (required for all charges):** \_\_\_\_\_

IF PAYING BY CREDIT CARD PLEASE COMPLETE THE FOLLOWING INFORMATION:      Pay this Amount: \$242.00

Customer #: 1381629

Ref. #: 119653

Folder RSN : 3972668

|                                   |                                     |  |                                  |               |  |  |  |  |  |
|-----------------------------------|-------------------------------------|--|----------------------------------|---------------|--|--|--|--|--|
| <input type="checkbox"/> Amex     | <input type="checkbox"/> MasterCard |  <br><small># Digit Verification Number      # Digit Verification Number</small> | Expiration Date:<br>Month / Year |               |  |  |  |  |  |
| <input type="checkbox"/> Discover | <input type="checkbox"/> Visa       |  |                                  | Security Code |  |  |  |  |  |
| Enter Account Number              |                                     |  |                                  |               |  |  |  |  |  |

**Beginning April 3, 2021, a 2.49% convenience fee will be charged for all credit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider the Department of Safety and Inspections uses to handle credit card transactions. The City will not receive any of the convenience fees. To avoid convenience fees, you may pay your invoice by electronic check using the "Pay My Bill " option. Check, credit card and cash payments will still be accepted at 375 Jackson St., #220.**