



RLH  
FCO  
16-30

# APPLICATION FOR APPEAL

Saint Paul City Council – Legislative Hearings

310 City Hall, 15 W. Kellogg Blvd.

Saint Paul, Minnesota 55102

Telephone: (651) 266-8585

RECEIVED

FEB 05 2016

CITY CLERK

We need the following to process your appeal:

- ☒ \$25 filing fee payable to the City of Saint Paul  
(if cash: receipt number 3730)
- ☒ Copy of the City-issued orders/letter being appealed
- ☒ Attachments you may wish to include
- ☒ This appeal form completed
- ☒ Walk-In OR ☐ Mail-In

for abatement orders only: ☐ Email OR ☐ Fax

## HEARING DATE & TIME

(provided by Legislative Hearing Office)

Tuesday, Feb. 16

Time 1:30 p.m.

Location of Hearing:

Room 330 City Hall/Courthouse

*date set by Diane in person*

## Address Being Appealed:

Number & Street: 365 Mount Curve City: St. Paul State: MN Zip: 55105

Appellant/Applicant: Diane Trout-Oertel Email doertel@oertelarchitects.com

Phone Numbers: Business 651-690-4712 Residence 651-690-4712 Cell 651-308-2604

Signature: *Diane Trout-Oertel* Date: 2/4/16

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

Mailing Address if Not Appellant's: 375 Mount Curve Blvd, St. Paul, MN 55105

Phone Numbers: Business 651-690-4712 Residence 651-690-4712 Cell 651-308-2604

## 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
- ☐ Code Enforcement Correction Notice
- ☐ Vacant Building Registration

☒ Other

Requirements for our second house  
we own in St. Paul, which we  
want removed from the Certificate of  
Occupancy Program because we do not rent it.

Revised 5/31/2013



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1806

Telephone: 651-266-8989  
Fax: 651-266-8951

January 14, 2016

Diane Trout Oertel  
Jeffrey L Oertel  
375 Mount Curve Blvd  
St Paul Mn 55105-1308

## Fire Safety Inspection Appointment

Dear Property Owner:

We have scheduled an inspection of your property. The details of the inspection are listed below.

|                   |                      |               |                              |
|-------------------|----------------------|---------------|------------------------------|
| <b>Address:</b>   | 365 Mount Curve Blvd | <b>Units:</b> | 1                            |
| <b>Date:</b>      | February 9, 2016     | <b>Time:</b>  | 11:30 am                     |
| <b>Inspector:</b> | Mike Cassidy         | <b>Phone:</b> | 651-266-8984                 |
|                   |                      | <b>Email:</b> | mike.cassidy@ci.stpaul.mn.us |

### Action Required By You:

You or someone representing you must report to the front of the building to accompany the inspector throughout the building, including each rental unit, where applicable. Please have keys available to all units and common areas. The owner of a building is responsible for notifying the tenants that an inspection will be done at least 24 hours before the inspection.

If you no longer own or manage this building, contact Mike Cassidy at 651-266-8984 immediately.

### Additional Action Required For Housing

You must complete a **Smoke and Carbon Monoxide Detector Affidavit** prior to the inspection.

Contact a licensed heating or plumbing contractor to conduct a **Heating System Safety Test** that includes a carbon monoxide reading. Submit a completed copy of the report to be approved by this office.

The success of your initial inspection determines what happens next in the inspection cycle. Routine self-inspections before our visit can help you get the best grade possible.

### About the Inspection

Forms, fee schedules, a pre-inspection checklist and other inspection handouts and information are available on our website at: <http://www.stpaul.gov/cofo>. Thank you for your co-operation.

Saint Paul Legislative Code authorizes this inspection and the collection of inspection fees. It is a criminal misdemeanor violation to not appear for this appointment without rescheduling with the inspector. In addition, a **No Entry Fee of \$70.00** may be assessed to your Renewal Fee if you need to re-schedule the appointment but fail to notify the inspector in writing by 8:00 a.m. on the date of the inspection.



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220  
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8989  
Facsimile: 651-266-8951  
Web: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

## SINGLE FAMILY OR DUPLEX SMOKE & CARBON MONOXIDE DETECTOR INSPECTION AFFIDAVIT

\*\*\*This affidavit must be completed and returned to the fire inspector upon inspection of the property. A certificate of occupancy cannot be issued /renewed without this completed affidavit. \*\*\*

Single family or Duplex  
(Circle one)

Address \_\_\_\_\_

I affirm that I, the owner, or responsible party has given the occupant of the single family or duplex at the above address a written explanation of the following:

1. The location and operation of each smoke detector and carbon monoxide detector.
2. Instructions describing the action to be taken when an alarm sounds.
3. The procedures for testing the detectors.
4. Who to contact when a low-battery tone sounds or power light fails.
5. The penalties for disabling smoke detection or carbon monoxide detection. Tampering with alarms may result in a criminal citation.

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

I affirm that I, the owner, or responsible party has inspected the smoke detectors and carbon monoxide detectors in the single family or duplex at the above address and that all required detectors were in place and in good working order.

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

Minnesota State Statute 299F.362 requires smoke detectors and Minnesota State Statute 299F.50 requires carbon monoxide detectors. Saint Paul Ordinance 39.02(c) requires that an affidavit stating that "all detectors are inspected and serviced when needed and are operational be filed before a Certificate of Occupancy can be issued or renewed."