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:

892 Conway Street
Saint Paul, MN 55106

Owner/Responsible Party Name and Address:

Chris L. Edwards
11125 Louisiana Court West
Champlin, MN 55316

EXTERIOR

Address

Yes No

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

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?

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?

Windows/Patio Doors

Yes No

☑ ☐ Do windows and doors open and close freely?

☑ ☐ Is a window provided in each room used for sleeping?

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:

0 Basement 1 Main Floor

3 Second Floor ___ Third Floor/Attic

Total Number of Occupants 1

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

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.

Chris L. Edwards
Owner / Responsible Party signature

3/11/2017
date

Send To:
Department of Safety & Inspections
Fire Safety Inspection Division
375 Jackson Street – Suite 220
Saint Paul, MN 55101-1806
Fax: 651-266-9124