

RLH FCO 18.97



# APPLICATION FOR APPEAL

Saint Paul City Council – Legislative Hearings

RECEIVED

JUN 20 2018

CITY CLERK

310 City Hall, 15 W. Kellogg Blvd.

Saint Paul, Minnesota 55102

Telephone: (651) 266-8585

We need the following to process your appeal:

- \$25 filing fee (non-refundable) (payable to the City of Saint Paul) (if cash: receipt number 820514)
  - 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

<b>HEARING DATE &amp; TIME</b> (provided by Legislative Hearing Office)
Tuesday, <b>JUNE 26, 2018</b>
Time <b>1:30</b>
Location of Hearing: Room 330 City Hall/Courthouse

## Address Being Appealed:

Number & Street: 859 Ivy Ave East City: St. Paul State: MN Zip: 55106

Appellant/Applicant: Troy Verville Email: teerex67@mac.com

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell 702-416-4096

Signature: [Handwritten Signature] Date: 6/20/2018

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

Mailing Address if Not Appellant's: 3528 Williamsburg Pkwy Woodbury MN 55129

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell 702-416-4096

## 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/Correction
- Code Enforcement Correction Notice
- Vacant Building Registration
- Other (Fence Variance, Code Compliance, etc.)
- Not a rental property

### Comments:

This home has been our family home since 1980 and is not a rental. My parents have lived in this home continuously since March of 1980.



CITY OF SAINT PAUL

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

Telephone: 651-266-8989  
Facsimile: 651-266-9124  
Web: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

June 7, 2018

Troy A Verville  
3528 Williamsburg Parkway  
Woodbury, MN 55129

## 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>	859 Ivy Ave E	<b>Units:</b>	1
<b>Date:</b>	July 13, 2018	<b>Time:</b>	11:00 AM
<b>Inspector:</b>	Jacob Wheeler	<b>Phone:</b>	651-266-8993
		<b>Email:</b>	<a href="mailto:jacob.wheeler@ci.stpaul.mn.us">jacob.wheeler@ci.stpaul.mn.us</a>

### 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 Jacob Wheeler at 651-266-8993 immediately.

### Additional Action Required For Housing

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

The success of your initial inspection determines what happens next in the inspection cycle. Routine self-inspections before our visit can help you obtain 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 \$74.00** 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)

## **How Can I Improve My Fire Certificate of Occupancy Letter Grade for Residential Properties?**

There are many incentives for maintaining your property including; safe and habitable housing, better tenants, increased property values, fewer inspections, and reduced inspections fees

Once you have your Fire Safety Inspection, the Inspector will write a report based on any violations found. The individual violations are assigned a numerical point value based on the severity and then is divided by the number units which determines what grade the property receives.

Residential properties are graded into four (4) categories;

- Class A. Inspected every six (6) years.
- Class B. Inspected every four (4) years.
- Class C. Inspected every two (2) years.
- Class D. Inspected every one (1) year.

It is important to know that can improve your grade on the next scheduled inspection cycle if there is less or no violations found. However, your grade can also be reduced if more violations are found.

Here are a few easy tips on how you can improve your letter grade;

1. **Be proactive about maintenance related items.** Simple and easily fixable items may cost hundreds or even thousands of dollars if general maintenance is deferred.
2. **Conduct a pre-inspection of your property before the inspector arrives.** Ensure the home is safe and habitable. Ensure smoke alarms are working, escape routes and windows are unobstructed, removing combustibles from heating appliances, fire protections systems are maintained, and extension cords are not being used for permanent wiring.
3. **Educate your tenants about their responsibilities.** Tenants also have a responsibility to ensure your building is safe and habitable. They are responsible to keep the home clean and sanitary, not to disable smoke alarms, and exercise reasonable care of the supplied equipment and care of the property, and allow access to make repairs upon receiving reasonable notice, usually 24 hours.

(see reverse)

Here are some of the most common code violations Fire Safety Inspectors observe, and an example of how the Fire Certificate of Occupancy grading system works.

**TOP 10 RESIDENTIAL CODE VIOLATIONS\* \*\***

Number	Violation	Point Value
1	Carbon Monoxide (CO) detector or smoke alarm missing or in incorrect location.	10
2	Egress windows blocked by furniture.	10
3	Sleeping in the basement without an egress window.	10
4	Storage too close to water heater or furnace.	6
5	Improperly vented dryer.	6
6	Address missing on garage.	6
7	Peeling paint in the bathroom.	4
8	Improper handrail.	4
9	Use of multi-plug adapters.	2
10	Improper use of extension cords.	2

**Grading Examples;**

Single family dwelling with violations 2 and 7 will receive an A grade.

Single family dwelling with violations 1, 5, and 6 will receive a B grade.

Single family dwelling with all of the above violations will receive a C grade.

Four unit building with violations 3,5,7, 9, and 10 will receive an A grade.

\* A single family dwelling would have to have over 120 points to receive a D grade.

\*\* This list covers the most common code violations found by DSI – Fire Safety Inspectors, and does not include a full comprehensive list of all the codes we enforce. For more information, please visit our website at [www.stpaul.gov/cofo](http://www.stpaul.gov/cofo) .

**DSI's MISSION**

*To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all."*

Thank you for helping us make St. Paul a safer place to live and work.

**City of Saint Paul  
Department of Safety and Inspections  
Fire Inspection Division**



**Fire Inspection Survey**

The City of Saint Paul's Department of Safety and Inspections is committed to ensure safe and habitable buildings. You are receiving this survey because you recently had or will be having a Fire Certificate of Occupancy inspection at your property. To ensure you received a quality inspection and the best possible service, we are requesting your feedback.

After your Fire Certificate of Occupancy inspection has been completed, please have the person(s) whom accompanied the inspector during the inspection take a few minutes to answer the following questions and provide any additional comments.

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

1. Was this your first Fire Certificate of Occupancy inspection? YES / NO  
If NO, have you been receiving a consistent level of service? Please explain: \_\_\_\_\_

	<b>5. strongly agree</b>	<b>4. agree</b>	<b>3. indifferent/don't know</b>	<b>2. disagree</b>	<b>1. strongly disagree</b>	
2. Was the inspection done in a timely and efficient manner?	5	4	3	2	1	
3. Did the inspector carry out their duties in a professional manner?	5	4	3	2	1	
4. Was the main focus of inspection about life safety and habitability?	5	4	3	2	1	
5. If violations were found, did the inspector explain them?	5	4	3	2	1	
6. Were you given a reasonable time to comply to make the required repairs?	5	4	3	2	1	
7. Did the inspector explain if permits were needed to make the required repairs?	5	4	3	2	1	
8. Did you find our website helpful and easy to use? <i>www.stpaul.gov &gt; Government &gt; Safety and Inspections</i>						YES / NO

Comments: \_\_\_\_\_

**Thank you for taking the time to fill out this survey and helping us make Saint Paul a safer place to live and work.**

An Equal Opportunity Employer



**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 Safety Inspection 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: \_\_\_\_\_

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

Commercial: _____	Mixed Residential/Commercial: _____	Commercial Sq. Ft: _____
Residential: _____	Number of Residential Units: _____	Number of Stories: _____
# of Basement Levels: _____	Fire Alarm System: _____	Sprinkler System: _____
Keybox: _____	Fire Service Elevator: _____	Emergency Generator: _____

Owner Name(s): \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

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

\*Manager/Responsible Party: \_\_\_\_\_

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

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

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

Submitted By: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE OF CHANGE: \_\_\_\_\_