



December 3, 2024

Madison Equities- Jaunae Brooks  
375 JACKSON ST SUITE 700W  
ST PAUL MN 55101

RE: RE-INSPECTION FIRE CERTIFICATE OF OCCUPANCY WITH DEFICIENCIES  
55 5TH ST E

Ref. # 12563

Dear Property Representative:

Your building was re-inspected for the Fire Certificate of Occupancy on December 3, 2024. Approval for occupancy will be granted upon compliance with the following deficiency list. The items on the list must be corrected immediately. **A re-inspection will be made on or after January 3, 2025.**

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

#### DEFICIENCY LIST

- Elevator Lobbies** - MSFC 1010.1.9 - Remove unapproved locks from the exit doors. The door must be openable from the inside without the use of keys or special knowledge or effort. - *On floors 14,13,12, and 8 the elevator lobbies are secured from the rest of the floor with mag lock devices. This locking configuration allows for people to be locked inside of the elevator lobby with no access to the exit stairs. Immediately remove the locks to provide access to the exit stairways.*
- Exterior - Key Box** - MSFC 506.1 - Fire Keybox - Contact Fire Dispatch at (651)266-7702 to have the fire key box opened when you have the correct keys on site. Provide copies of correct keys as necessary to access all levels of the building and any mechanical or utility rooms.
- Exterior - Windows** - SPLC 34.09 (4) a, 34.33 (3) a - Repair and maintain the window glass. Windows shall be fully supplied with window panes which are without open cracks or holes. - *Repair or replace window by the corner of 5th and Minnesota with holes in it.*

4. **Fire Alarm** - MSFC 901.6 - The fire alarm system must be maintained in an operative condition at all times, replace or repair where defective. - *Repair trouble signals to fire alarm panel and restore to normal status.*
5. **Fire Alarm - Report** - MSFC 907.8, NFPA 72 14.3.1 - Provide required annual maintenance of the fire alarm system by a qualified person and provide written documentation to this office as proof of compliance. - *Provide the most recent copy of the fire alarm report.*
6. **Throughout - Fire Extinguishers** - MSFC 901.6 - Provide required annual maintenance of the fire extinguishers by a qualified person and tag the fire extinguishers with the date of 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: (651-266-8585) and must be filed within 10 days of the date of the original orders.

If you have any questions, email me at [mitchell.imbertson@ci.stpaul.mn.us](mailto:mitchell.imbertson@ci.stpaul.mn.us) or call me at 651-266-8986 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,

Mitchell Imbertson  
Fire Safety Inspector  
Ref. # 12563