



April 22, 2024

Mai Tria Archibald  
1003 Arcade St  
St Paul MN 55106-3201

RE: FIRE INSPECTION CODE COMPLIANCE NOTICE  
1003 ARCADE ST

Ref # 14969

Dear Property Representative:

A code compliance inspection of your building was conducted on April 19, 2024, to identify deficiencies that need to be corrected in order for the building to be compliant. The Saint Paul Legislative code requires that no building shall be occupied without a Certificate of Occupancy and a Fire Certificate of Occupancy. Neither of these certificates will be issued unless all work required to be done under permit is inspected and approved by the appropriate inspector. Your Certificate of Occupancy and Fire Certificate of Occupancy will be granted upon demonstration of compliance with the following deficiency list and payment of required fees.

YOU WILL BE RESPONSIBLE FOR NOTIFYING TENANTS IF ANY OF THE FOLLOWING LIST OF DEFICIENCIES ARE THEIR RESPONSIBILITY.

#### DEFICIENCY LIST

1. BUILDING - ACCESSIBLE RESTROOMS - Interior: MN Accessibility Code & MNSBC 2902 & 1209 -Provide either a lift to access the lower-level bathrooms or add an accessible bathroom on the same level as the chapel.
2. BUILDING - ACCESSIBILITY COMPONENTS - Interior: Maintain all accessibility components to existing conditions or better.
3. BUILDING - DOOR CONFIGURATIONS - Interior: MNSBC 1010 -Provide approved door configurations and hardware.

4. BUILDING - EGRESS ILLUINATION - Interior: MNSBC 1008 -Provide means of egress illumination with appropriate emergency power.
5. BUILDING - EXIT SIGNS & BACKUP POWER - Interior: MNSBC 1013 -Provide exit signs and emergency lighting with backup power.
6. BUILDING - EXTERIOR - Exterior: SPLC 34.09(3) All Levels -Repair or replace any deteriorated window sash, broken glass, sash holders, re-putty, etc. as necessary.
7. BUILDING - EXTERIOR - Exterior: SPLC 34.32 (2) -Provide weather-sealed, air-sealed, and vermin-sealed exterior on all levels.
8. BUILDING - EXTERIOR - Exterior: SPLC 34.09 (3f) -Weather seal the exterior doors, threshold and weather-stripping on all levels.
9. BUILDING - FLOOR COVERINGS - Interior: SPLC 34.10 -Install floor covering in the bathroom and kitchen that is impervious to water.
10. BUILDING - HAILRAILS & GUARDRAILS - Interior: MNSBC 1014 -Install continuous handrails (34 inches 038 inches above each nosing) and guardrails (42 inch minimum) at all stairways, and return handrail ends into a newel post or wall.
11. BUILDING - INSULATION - Interior: MN Energy Code 1322.1101 (exept. 4) or ASHRAE 90.1 -Where wall and ceiling covering is removed, install full thickness or code-specified insulation.
12. BUILDING - INTERIOR FINISHES - Interior: MSBC 708 -Provide approved interior finishes.
13. BUILDING - REMOVE UNAPPROVED LOCKS - Interior: SPLC 34.09(3h) -Exit doors shall be capable of being opened from the inside, easily and without the use of a key. Remove all surface bolts.
14. BUILDING - REPAIR DOORS - Interior: SPLC 34.09(3f) -Repair or replace any damaged doors and frames as necessary, including storm doors.
15. BUILDING - SUBMIT PLANS FOR REVIEW - General: Provide Plans for Review -Provide plans with changes and type of use for review to DSI Plan Examiners. -If the building is to be used for the same purpose, then a Remodeling Permit will be necessary. If the building is to be used for a different purpose, then a Change of Use Permit will be necessary. Any associated Trade Permits will be required as well.
16. BUILDING - WALLS, CEILING & FLOORS - Interior: SPLC 34.34(6) -Repair walls, ceiling, and floors throughout as necessary.

17. ELECTRICAL - ALL WORK UNDER PERMIT - All electrical work must be done by a Minnesota-licensed electrical contractor under a City of Saint Paul Electrical Permit.
18. ELECTRICAL - CHECK POLARITY - MSFC 605.1 Throughout -Check all receptacles for proper polarity (including 2-prong) and verify ground on 3-prong receptacles. Ensure all GFCI receptacles are functioning properly. Rewire and/or replace receptacles that are improperly wired or not functioning properly to Article 406.4(D) of the current NEC.
19. ELECTRICAL - ELECTRICAL FIXTURES - MSFC 605.1 Throughout -Repair or replace all broken, painted-over, corroded, missing or loose receptacles, smoke detectors, luminaires (light fixtures), switches, covers and plates to Article 406.4(D) & Article 410 of the current NEC.
20. ELECTRICAL - ELECTRICAL PANELS - MSFC 605.1 Electrical Panels -Provide a complete circuit directory at all electrical panels, indicating location and use of all circuit to Article 408.4 of the current NEC.
21. ELECTRICAL - PANEL/JUNCTION BOXES - MSFC 605.1 & 6 Throughout -Close openings in service panel/junction boxes with knockout seals, breaker blanks, proper cable clamps, and/or junction box covers to Article 110.12(A) of the current NEC.
22. ELECTRICAL - REMOVE IMPROPER WIRING - MSFC 605.1 Throughout -Remove and/or rewire all illegal, improper, or hazardous wiring to the current NEC. Also, repair electrical where walls have been removed without repairing electrical to those walls.
23. ELECTRICAL - REMOVE NM CABLE & IMPROPERLY INSTALLED WIRING - MSFC 605.1 Throughout -Remove NM Cable that is not allowed in suspended ceilings per NEC 334.10(3). Remove/repair other types of wiring methods in the suspended ceiling that are improperly installed.
24. ELECTRICAL - REMOVE/REPAIR BROKEN EXTERIOR LIGHTING - MSFC 605.1 Exterior - Remove or repair broken exterior lighting on the building, and sign wiring on the front pole to the current NEC.
25. ELECTRICAL - REPAIR/REMOVE DISCONNECT SWITCH - MSFC 605.1 Exterior - Repair/remove unused exterior disconnect switch on the side of the building to the current NEC.
26. ELECTRICAL - SERVICE - MSFC 605.1 Service -Ensure the electrical service grounding conductor to the metallic water piping system is properly installed (not visible). If not, install a conductor sized to Table 250.66 (NEC) from the electrical service to

within 5 feet of the entrance point of the water service, and bond around the water meter to Article 250 of the current NEC.

27. FIRE SAFETY Emergency Lighting - MSFC 1104.5.3, 1008.3.5 - Provide and maintain an approved emergency lighting system. -Repair non-working emergency light fixtures.
28. FIRE SAFETY Exit Doors - MSFC 1104.1, 1010.1.10 - Provide and maintain approved panic release hardware on all exit doors. -All marked and required exit doors from both levels must be either free-swinging or provided with panic hardware if latching.
29. FIRE SAFETY Exit Signs - MSFC 1104.3.5, 1013.3 - Provide and maintain approved external or internal lighting of the exit sign.
30. FIRE SAFETY Exit Signs - MSFC 1013.6.3 - Provide and maintain at least 90 minutes of illumination to the exit signs in case of primary power loss.
31. FIRE SAFETY - AUTOMATIC FIRE SPRINKLER SYSTEM - 903.2.1.3 Automatic Sprinkler Systems -In Group A-3 Occupancies, an automatic sprinkler system shall be provided where one of the following conditions exists: 1) The fire area exceeds 12,000SF, 2) The fire area has an occupant load of 300 or more, 3) The fire area is located on a floor other than a level of exit discharge serving such occupancies.- Have a licensed architect determine if a automatic sprinkler systems would be required for your proposed use.
32. FIRE SAFETY - CAP UNSED GAS LINES - MFGC 404.15 - Provide leak tight caps or plugs on disconnected or unused gas lines. -Properly cap any unused gas lines in the kitchen or other areas throughout the building.
33. FIRE SAFETY - CLEAN KITCHEN HOOD & DUCT SYSTEM - MSFC 607.3.3 - Contact a qualified hood and duct cleaning service company to clean and service grease duct vent for commercial cooking equipment. Provide documentation as proof of compliance. Maintain venting system in a clean and sanitary condition. -Ensure the hood and duct over the commercial cooking equipment is properly cleaned prior to occupancy of the building. Provide documentation of work.
34. FIRE SAFETY - FIRE ALARM SYSTEM - MSFC 907.2.1 Fire Alarms for Assembly Occupancies. A fire alarm system shall be installed in accordance with Sections 907.2.1 through907.2.1.3 in Group A occupancies having an occupant load of 300 or more. -Have a licensed architect determine if a fire alarm system will be required for proposed use of this building.
35. FIRE SAFETY - FIRE EXTINGUISHER LOCATIONS - MSFC 906.1, MN Stat. 299F.361 - Provide approved fire extinguishers in accordance with the following types, sizes, and locations. -Ensure at least (1) 2A10BC and (1) Class K fire extinguisher is

mounted within 30 feet of commercial cooking equipment. Ensure at least (1) 2A10BC fire extinguisher is mounted within 75 feet travel distance on each level of the building.

36. FIRE SAFETY - KEY OPERATED DOOR LOCKS - MSFC 1008.1.9.3 Locks and Latches - Locks and latches shall be permitted to prevent operation of doors where any of the following exists: 1) Places of detention or restraint, 2) In buildings in Group A occupancies having an occupant load of 300 or less and in places of religious worship, the main exterior door or doors are permitted to be equipped with key-operated locking devices from the egress side, provided: 2.1) The locking device is readily distinguishable as a lock, 2.2) A readily visible durable sign on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED. The sign shall be in letters 1 inch high on a contrasting background. -The use of the key-operated locking device is revocable by the fire code official for due cause.
37. FIRE SAFETY - SERVICE 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. -Service all ABC and Class K fire extinguishers throughout the building.
38. FIRE SAFETY - SERVICE HOOD/DUCT SUPPRESSION SYSTEM - MSFC 904.12.5.2 - Provide required six-month service of the hood and duct fire suppression system. Provide documentation from qualified contractor. -Ensure the kitchen hood and duct suppression system has been serviced prior to occupancy of the building.
39. FIRE SAFETY 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.
40. FIRE SAFETY Lower Level - Kitchen - MSFC 904.12.5.2 - Provide required six-month service of the hood and duct fire suppression system. Provide documentation from qualified contractor.
41. FIRE SAFETY Lower Level - Kitchen - MSFC 607.3.3 - Contact a qualified hood and duct cleaning service company to clean and service grease duct vent for commercial cooking equipment. Provide documentation as proof of compliance. Maintain venting system in a clean and sanitary condition.
42. FIRE SAFETY Lower Level - Kitchen - MSFC 904.1.1 - Contact a qualified contractor to provide an approved hood and duct ventilation fire suppression system. All work must be done under a permit. Call DSI at (651) 266-8989.-Appliance must be arranged per approved layout underneath existing nozzle coverage or hood must be updated to provide protection for the appliances.

43. FIRE SAFETY Lower Level - MSFC 604.1 - Remove unapproved exposed wiring and install in accordance with the electrical code. This work may require a permit(s). Call DSI at (651) 266-8989.-Repair exposed and improperly run Romex (nonmetallic) wiring including from outside of junction box at bottom of main stairway to basement.
44. MECHANICAL - A/C SYSTEM - MMC 103 -Verify that the A/C system is operable. If not, repair, replace or remove and seal all openings.
45. MECHANICAL - ABATE ABESTOS - MMC 103 -Abate or remove friable asbestos. Provide documentation that the work was completed by a state licensed asbestos abatement contractor.
46. MECHANICAL - BACKFLOW PREVENTER - MMC 1005.2 & MPC 4715.1940 -Install a backflow preventer on the city water fill line to the hot water heating system and pipe vent as required.
47. MECHANICAL - BATHROOM VENTILATION - MRC R303.3 -Bathroom ventilation required. Provide a window in the bathrooms with an aggregate glazing area of not less than 3 square feet, one-half of which must be openable or provide a mechanical exhaust system vented to the outside. A Mechanical Ventilation Permit is required if a mechanical exhaust system is installed.
48. MECHANICAL - CLEAN DUCTWORK - MMC 103 -All supply and return ducts for warm air heating system must be clean before final approval for occupancy. Provide access for inspection of inside of ducts or provide documentation from a licensed duct-cleaning contractor that the duct system has been cleaned.
49. MECHANICAL - COMBUSTION AIR - MFGC 304 -Provide adequate combustion air and support duct to code.
50. MECHANICAL - DISCONNECTED GAS LINES - MMC 103 -Plug, cap and/or remove all disconnected gas lines and unapproved valves.
51. MECHANICAL - FIN TUBE RADIATION & COVERS - MMC 103 -Repair or replace fin tube radiation and covers as needed.
52. MECHANICAL - FLUE VENTING - MFGC 503 -Replace the furnace/boiler flue venting to code.
53. MECHANICAL - FURNACE FILTER ACCESS COVER - MMC 103 -Install a furnace air filter access cover.
54. MECHANICAL - GAS SHUTOFF VALVE - MFGC 409.1 -Install approved lever handle manual building shutoff gas valve in an accessible location ahead of the first branch tee.

55. MECHANICAL - HEAT REGISTERS - MMC 103 -Repair and/or replace heating registers as necessary.
56. MECHANICAL - ORSAT TEST FURNACE - SPLC 34.11(6) Heating Report -Clean and ORSAT Test the furnace/boiler burner. Check all controls for proper operation. check furnace heat exchanger for leaks; provide documentation from a licensed contractor that the heating unit is safe.
57. MECHANICAL - PRESSURE RELIEF VALVE - MMC 1006 -Install a boiler pressure relief valve and pipe discharge to within eighteen inches of the floor.
58. MECHANICAL - PRESSURE TEST GAS PIPING - MFGC 406 -Conduct a witnessed pressure test on the gas piping system and check for leaks.
59. MECHANICAL - PROVIDE HEAT - SPLC 34.1196) -Provide heat in every habitable room and bathrooms with at least one exterior wall.
60. MECHANICAL - RADIATOR VALVES - MMC 103 -Repair or replace radiator valves as needed.
61. MECHANICAL - RETURN AIR - MMC 918.6 -Provide a means of returning air from every habitable room to the furnace. Return air cannot be taken from closets, bathrooms, toilet rooms, kitchen, or mechanical rooms.
62. MECHANICAL - SUPPORT GAS LINES - MFGC 407 -Provide support for the gas lines to code.
63. MECHANICAL - SUPPORT PIPING - MMC 103 -Support supply and return piping for heating system according to code.
64. MECHANICAL - ALL WORK UNDER PERMIT - MMC Rules 1300.0120 -Mechanical Permits are required for all Mechanical work.
65. Maximum Occupancy - MSFC 1004.9 - Posting of Occupant Load - Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space, for the intended configurations. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's authorized agent. -Post occupant load numbers for 1st floor and basement once final maximum occupancy numbers have been approved. Proposed changes to the layout and use of room will require updating of occupant load numbers.
66. Occupancy - MSBC 1300.022 Subp. 3 - The occupancy group or use division of this building has been changed from that previously approved. Discontinue the unapproved occupancy or use or contact the Building Official at 651-266-8989 with

your code analysis and to comply with requirements for approved occupancy. -The current approved use of this building is A-3 Assembly (Church). Any change from this occupancy requires review under building permit. The current building permit that has been submitted as of this letter date does not cover any change in occupancy.

67. Occupancy - SPLC 40.06 - Uncertified portions of the building must not be occupied until inspected and approved by this office. -Contact DSI Fire Inspector at (651)266-8989 to arrange inspection and approval of the building prior to occupancy.
68. Occupancy - SPLC 34.19 - Provide access to the inspector to all areas of the building. -Some rooms including upper level were locked at time of inspection and not accessible. Full access to all areas is required prior to recertifying the building for occupancy.
69. PLUMBING - ALL WORK BY LICENSED CONTRACTOR PER CODE UNDER PERMIT - -All the Plumbing corrections to the waste, vent, water, and gas piping shall be per the Minnesota Plumbing Code Chapter 4714, Minnesota Rules Chapter 326, 4716, 1300, the Minnesota Mechanical Code, the Minnesota Fuel Gas Code, and the Saint Paul Regional Water Services Water Code. All plumbing must be done by a plumbing contractor licensed in the State of Minnesota and the City of Saint Paul by a plumber licensed in the State of Minnesota who also possesses a City of Saint Paul Competency Card and after obtaining an approved City of Saint Paul Plumbing Permit.
70. PLUMBING - GENERAL - General: MPC 402.2 -Provide a watertight joint between the fixture and the wall or floor.
71. PLUMBING - GENERAL - General: MPC .0100 R, 402.1, 402.5 & 408.6 -Provide proper fixture spacing.
72. PLUMBING - GENERAL - -All plumbing must meet the Minnesota Plumbing Code 4714.
73. PLUMBING - GERNERAL - General: MN Rules Chapter 1300.0120 -Obtain permits and provide tests/inspections for the plumbing performed without permits.
74. PLUMBING - LAVATORY - Basement Lavatory: MPC .0100 E & 901 -Install a proper fixture and vent to code.
75. PLUMBING - LAVATORY - Basement Lavatory: MPC 701 -Install the waste piping to code.
76. PLUMBING - LAVATORY - Basement Lavatory: MPC .0100 P & Q & 419.2 -Install the water piping to code.



77. PLUMBING - LAVATORY - Basement Lavatory: MPC 401.1 -Repair/replace the fixture that is missing, broken or has parts missing.
78. PLUMBING - PIPING VENTS - Piping Vents: MPC 904 & 906.7 -Install the correct size piping vents.
79. PLUMBING - PIPING VENTS - Piping Vents: MPC 906.5 -Repair or replace the broken piping, improper piping or with no flashing.
80. PLUMBING - SINK - Basement Sink: MPC .0100 E & 901 -Install a proper fixture and vent to code.
81. PLUMBING - SINK - Basement Sink: MPC 701 -Install the waste piping to code.
82. PLUMBING - SINK - Basement Sink: MPC .0100 P & Q & 419.2 -Install the water piping to code.
83. PLUMBING - SINK - Basement Sink: MPC 301.1 -Repair/replace the fixture that is missing, broken or has parts missing.
84. PLUMBING - SOIL/WASTE PIPING - Basement Soil/Waste Piping: MPC .0100 L & m & 708.1 -Plug all open piping and properly pitch all piping.
85. PLUMBING - SOIL/WASTE PIPING - Basement Soil/Waste Piping: MPC 704 & 706 - Replace all improper connections, transitions, fittings, or pipe usage.
86. PLUMBING - SOIL/WASTE PIPING - Basement Soil/Waste Piping: MPC 707.4 -Install a clean-out at the upper terminal at each horizontal drainage pipe.
87. PLUMBING - SOIL/WASTE PIPING - Basement Soil/Waste Piping: MPC 719.1 -Install a front sewer clean-out.
88. PLUMBING - SOIL/WASTE PIPING - Basement Soil/Waste Piping: MPC 610 -Replace all the improperly sized water piping.
89. PLUMBING - TOILET - Basement Toilet: MPC .0100 E & 901 -Install a proper fixture and vent to code.
90. PLUMBING - TOILET - Basement Toilet: MPC .0100 P & 1 & 419.2 -Install the water piping to code.
91. PLUMBING - TOILET - Basement Toilet: MPC 301.1 -Repair/replace the fixture that is missing, broken or has parts missing.

92. PLUMBING - WATER HEATER - Basement Water Heater: MFBC 409, MFGC Chapter 4 - Install the gas shut off and the gas piping to code.
93. PLUMBING - WATER HEATER - Basement Water Heater: MPC .0100 Q -The water heater must be fired and in-service.
94. PLUMBING - WATER METER - Basement Water Meter: MPC 609.11 & SPRWS 94.04 (a) -Install the water meter to a min. 12 and a max. 48 inches above the floor.
95. PLUMBING - WATER METER - Basement Water Meter: MPC 609.11 -support the water meter to code.
96. PLUMBING - WATER METER - Basement Water Meter: MPC 606.2 -The service valves must be functional and installed to code.
97. PLUMBING - WATER PIPING - Basement Water Piping: MPC 301.1 (3) -Repair or replace all the corroded, broken, or leaking water piping.
98. PLUMBING - WATER PIPING - Basement Water Piping: MPC 610 -Replace all the improperly sized water piping.
99. PLUMBING - WATER PIPING - Basement Water Piping: SPRWS 93.07 -Provide a 1-inch water line to the first major take-off.
100. Stairway Storage Room - MSFC 604.1 - Repair or replace damaged electrical fixtures. This work may require a permit(s). Call DSI at (651) 266-8989.-A damaged LED light bulb with exposed 120V wiring was disconnected at time of inspection.
101. Throughout - MSFC 604.6 - Provide electrical cover plates to all outlets, switches, and junction boxes where missing.
102. Throughout - SPLC 34.10 (7), 34.17 (5) - Repair and maintain the ceiling in an approved manner.

For an explanation or information on some of the violations contained in this report, please visit our web page at: <http://www.ci.stpaul.mn.us/index.aspx?NID=211>.

You have the right to appeal these orders to the Legislative Hearing Officer. Applications for appeals may be obtained at the City Clerk's Office, Room 310 - City Hall (651-266-8688), 15 Kellogg Boulevard West, and must be filed within 10 days of the date of the original orders.

If you have any questions, email me at [james.perucca@ci.stpaul.mn.us](mailto:james.perucca@ci.stpaul.mn.us) or call me at 651-266-8996 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,

James Perucca  
Fire Safety Inspector  
Ref. # 14969