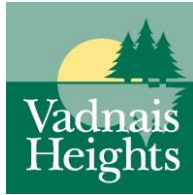


**Edward J. Leier**  
*Fire Chief*

**651.204.6032** Phone  
Edward.leier@cityvadnaisheights.com



**The City of Vadnais Heights**  
800 East County Road E  
Vadnais Heights, MN 55127

TO: Vadnais Heights Business and Property Owners:

The Vadnais Heights Fire Department is committed to minimizing the risk of life and property loss from fire by taking a proactive approach to making recommendations, and subsequently controlling or eliminating hazardous conditions.

One of our means to accomplishing this is through the Fire Certificate of Occupancy Inspection Program. The goal of this Program is to prevent a fire or emergencies from occurring by educating tenants and building owners in ways to control hazards and practice fire safety.

The Fire Certificate of Occupancy Inspection Program was implemented in 2014, and through feedback from the business community, we have made some improvements to the program that hopefully enhances communication between the City and our business community. While all new programs go through growing pains, we continue to be proud of what we set out to accomplish.

In the first two years, the Fire Inspection Program has reduced risk of future damage. The most common violations identified through this program are: Egress issues, FD key box maintenance; exit signs/emergency lighting, electrical hazards, extension cords and multi-plug adapters, fire alarm and sprinkler maintenance, and fire extinguisher maintenance.

What business and property owners can expect from the Fire Certificate of Occupancy Inspection Program:

- Inspections are conducted, Monday through Friday, 8:00 am - 4:30 pm. If you wish to schedule your inspection instead of having the Fire Technicians stopping by, please call 651-204-6030.
- We ask each business to complete/update the Business Fire Certificate of Occupancy Application annually. Once completed please return it to the Vadnais Heights Fire Department (If mailing send to 3595 Arcade Street, Vadnais Heights, MN 55127; Fax 651-204-6142, email [kurt.frison@cityvadnaisheights.com](mailto:kurt.frison@cityvadnaisheights.com)). This information is crucial to the Fire Department. If we are called to your place of business when it is not in operation, it allows us to contact the representative(s) you have named as emergency contacts and update them as conditions warrant.
- If any code violations are found, a letter will be sent to the business and property owner. Violations need to be corrected and re-inspected within 30 days of the initial inspection. It is your responsibility to schedule the re-inspection.
- Fire Certificate of Occupancy Inspection fees are based on square footage, and can be found in the city's fee schedule.

- There is no charge for the first re-inspection. A \$200.00 fee will be charged for the second re-inspection and for each subsequent re-inspection thereafter.
- Following completion of all inspections, an invoice will be sent to the business and property owner. The City is unaware of the contractual arrangements between the property owner and tenant. It is imperative the property owner and tenant coordinate payment of the invoice to avoid double payment. Unpaid invoices will be certified to the property taxes.
- Once payment is received, the Fire Certificate of Occupancy will be mailed to the business. Please post/display the certificate in your place of business.
- The Fire Certificate of Occupancy Inspection Program is governed by City Ordinance 658. Additional information regarding this program can be found at [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com).

Together we can eliminate code violations and be “partners in safety”, teaching people of all ages to make responsible choices regarding safety. The Vadnais Heights Fire Department is committed to reducing fire hazards and property loss through effective public education and providing the public with the knowledge and skills needed to reach this goal.

We look forward to working with you, and appreciate your efforts in helping make Vadnais Heights a safer community. Please feel free to contact us at any time with questions or concerns.

Sincerely,

City of Vadnais Heights

A handwritten signature in black ink, appearing to read 'Ed Leier', with a large, loopy flourish extending to the right.

Ed Leier  
Fire Chief