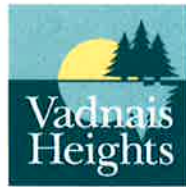


**Edward J. Leier**  
Fire Chief

651.204.6030 Phone  
Edward.leier@cityvadnaisheights.com



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

## Rental Property – Annual Fire Certificate of Occupancy Inspection

The City Council passed Ordinance 658 to ensure that all rental housing is maintained in a manner that protects the health and safety of the persons renting. Attached please find the information and forms for completing the annual Fire Certificate of Occupancy inspection.

- A. Rental – Fire Certificate of Occupancy Application. Please complete the enclosed application and return it to the Vadnais Heights Fire Department by mail, e-mail ([lori.peltier@cityvadnaisheights.com](mailto:lori.peltier@cityvadnaisheights.com)) or fax (651-204-6142).
- B. The minimum fee is \$35.00 per unit. There is no charge for the first re-inspection. Subsequent re-inspections are \$35.00 per unit, per re-inspection.
- C. Please suggest at least two dates and times at the bottom of the application that the Fire Technicians can inspect the premises. Someone does need to be present during the inspection. (Inspections are done Tuesday through Thursday during normal business hours). City staff will contact you and confirm the appointment.
- D. Rental inspection check list. Please check your smoke and CO detectors, if they are 10 years or older, they should be replaced.
- E. Following the initial inspection, the inspector's will send a report identifying any violations that need to be corrected. Please be sure to call (651-204-6030) or e-mail ([Lori.Peltier@cityvadnaisheights.com](mailto:Lori.Peltier@cityvadnaisheights.com)) to schedule the re-inspection.
- F. An invoice and final inspection report will be sent to the property owner/manager upon completion of the inspection.
- G. The Fire Certificate of Occupancy is issued after payment is received by the City.

Additional information regarding the Fire Certificate of Occupancy program can be found at [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com) or you may contact our office at 651.204.6030.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ed Leier".

Ed Leier  
Fire Chief

**Chris Hearden**  
 651.204.6043 *Office*  
[christopher.hearden@cityvadnaisheights.com](mailto:christopher.hearden@cityvadnaisheights.com)



**Vadnais Heights Fire Department**  
 3595 Arcade Street  
 Vadnais Heights, MN 55127  
 651.204.6142 *Fax*

**Kurt Frison**  
 651.204.6044 *Office*  
[kurt.frison@cityvadnaisheights.com](mailto:kurt.frison@cityvadnaisheights.com)

**Dustin Kalis**  
 651.204.6033 *Office*  
[dustin.kalis@cityvadnaisheights.com](mailto:dustin.kalis@cityvadnaisheights.com)

## Rental – Fire Certificate of Occupancy Application

| Property Information   |                       |           |
|--|-----------------------|-----------|
| Rental Property Address:   |                       |           |
| Contact Person:  |                       |           |
| Phone Number:  |                       |           |
| Email Address:   |                       |           |
| Property Owner Information   |                       |           |
| Name:  |                       |           |
| Phone Number:  |                       |           |
| Address:   |                       |           |
| Email:   |                       |           |
| Property Manager Information (If applicable)   |                       |           |
| Property Manager Name:   |                       |           |
| Phone Number:  |                       |           |
| Address:   |                       |           |
| Email:   |                       |           |
| Emergency Contact/Key Holder Information   |                       |           |
| Name:  | Title:                |           |
| Primary Phone:   | Location:             |           |
| Alternate Phone:   | Other:                |           |
| Name:  | Title:                |           |
| Primary Phone:   | Location:             |           |
| Alternate Phone:   | Other:                |           |
| Property Information   |                       |           |
| Size (square footage):   | Number of Structures: | Number of |
| Units:   |                       |           |
| Any Known Hazards/Hazardous Materials (Quantity):  |                       |           |
|  |                       |           |
|  |                       |           |
| Request for Fire Certificate of Occupancy Inspection (Please specify at least two dates) |                       |           |
| Date(s):   |                       |           |
| Time(s):   |                       |           |

Inspections are conducted Tuesday through Thursday, 8:00 a.m. to 4:30 p.m.

**Please complete this form and return it to the Vadnais Heights Fire Department.**  
 Fax 651-204-6142. Email [Lori.Peltier@cityvadnaisheights.com](mailto:Lori.Peltier@cityvadnaisheights.com). Thank you.

The following is a summary of the items the City of Vadnais Heights will be checking during the inspection. Please review your rental units prior to the inspection, doing so could potentially save you from costly re-inspections. The list below represents some of the most common violations found during the inspection.

## **Interior – Units**

### ***Smoke Alarms/Carbon Monoxide (CO) Detectors***

- Are working smoke alarms installed in each bedroom, in the bedroom hallway and each level of the house?
- Are working CO detectors installed within 10 ft. or inside of each bedroom?

### ***Electrical Issues***

- Are all outlets/switch plate covers present, secured and is all wiring concealed?
- Are junction boxes properly covered?
- Ensure extension cords and multi-plug adapters are not being used. Only power strips with over current protection shall be used.

### ***Ceilings & Walls***

- Is the ceiling free of water damage, cracks or peeling?
- Are walls free of holes, water damage, and chipping/peeling paint?

### ***Floors***

- Are floors free of holes, cracks, tears, and trip hazards?
- Do kitchens and bathroom have water tight surfaces?

### ***Windows/Doors***

- Do all windows and doors open, close, latch/secure freely?
- No broken glass or holes in screens
- No double keyed deadbolts

### ***Kitchen - Food Storage/Preparation***

- Are all cabinet doors/drawers/hardware in good condition?
- Is the kitchen sanitary?
- Are countertops free from cracks and holes?

### ***Kitchen Appliances***

- Do the burners/elements and oven operate properly, seals on oven door present?
- Is the refrigerator operable with secure gaskets and handles? Does it maintain the proper temperatures?

### ***Sink/Wash Basin & Plumbing***

- Do sinks and wash basins have cleanable, water tight surfaces free of chips/cracks?
- Are all plumbing fixtures operating properly? Tub/Shower/Toilets
- Are all surfaces water tight?
- Does the toilet flush and is it properly secured to the floor?

## **Interior – Units, Continued**

### ***Ventilation***

- Are bath fans in place and operable if a bath window is not present?
- Does kitchen ventilation work – mechanical fans or windows open properly?

### ***Bedrooms***

- Does the bedroom have two separate exits? One must be an approved egress window or door leading to the outside
- Does the room have lighting capabilities via a light switch?

### ***Furnace/Boiler***

- Do the units work properly and provide adequate heat to the unit?

### ***Water Heater***

- Is the water heater free from leaks and rust?
- Is a metal or approved relief valve pipe in place?
- Is it vented properly?

### ***Combustible Storage***

- Are all combustible materials stored properly?

## **Exterior and Miscellaneous Items**

### ***Address***

- Is the building address visible from the street with numbers at least 4 inches high?

### ***Building Exterior/Yard Maintenance***

- All exterior surfaces shall be in good repair: No chipping/peeling paint, unprotected wood surfaces, no missing shingles.
- Is the yard properly maintained and free from junk/garbage/debris?
- Are all vehicles parked on an approved driveway surface? Are they operable and licensed?

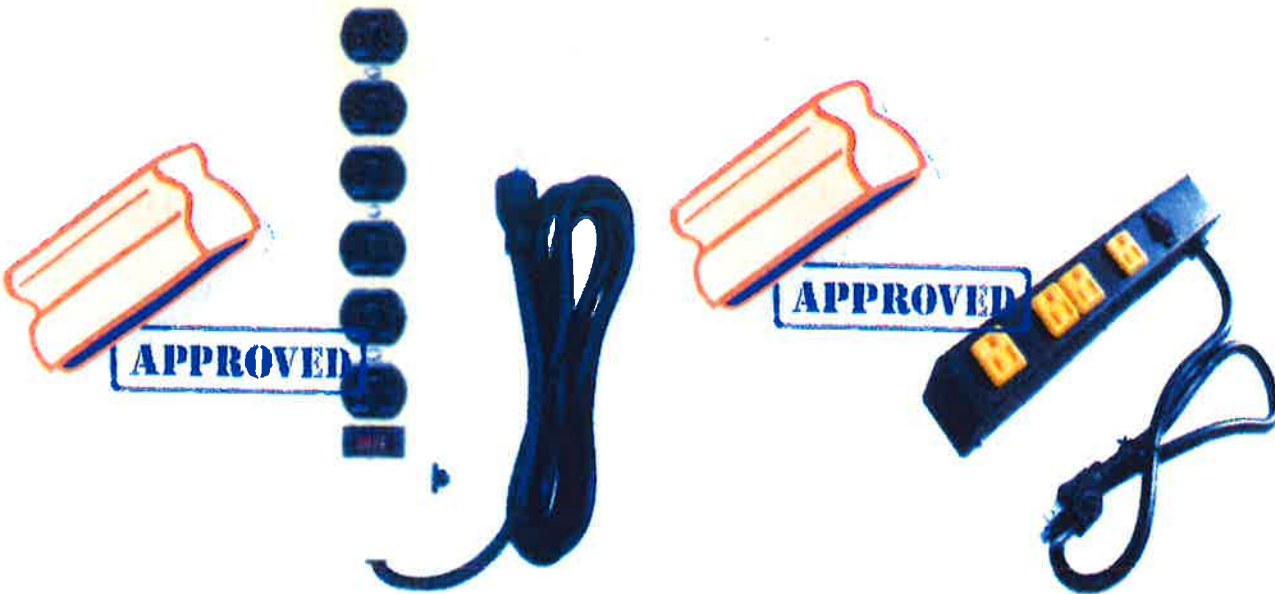
### ***Garbage & Recycling***

- Must provide adequate containers for garbage and recycling.
- Are containers stored in an approved location?

This is meant as a guide only and not a full list of items to be inspected. If you have any questions regarding the Rental Housing Licensing Program, application process or inspection, please contact:

### **Vadnais Heights Fire Department**

**3595 Arcade Street N, Vadnais Heights, MN 55127**  
**651-204-6030 office 651-204-6142 fax**



Only power strips with an over-current protection fuse and switch are approved for use.