

Chris Hearden
 Fire Technician
 651.204.6043 Phone
Christopher.Hearden@cityvadnaisheights.com



Vadnais Heights Department
 3595 Arcade Street
 Vadnais Heights, MN 55127

Dustin Kalis
 Fire Technician
 651-204-6033 Phone
Dustin.Kalis@cityvadnaisheights.com

Chris Dubay
 Fire Technician
 651-204-6044 Phone
Chris.Dubay@cityvadnaisheights.com

Rental – Fire Certificate of Occupancy Application

Property Information			
Rental Property Address:	Unit # _____ <small>One unit per form (Does not apply to Apartments and Multi-Units)</small>		
Type of Dwelling: <input type="checkbox"/> Single Family <input type="checkbox"/> Townhome <input type="checkbox"/> Twin-home <input type="checkbox"/> Duplex <input type="checkbox"/> Tri-plex <input type="checkbox"/> Four-plex <input type="checkbox"/> Condo or Co-op <input type="checkbox"/> Apartments/Multi-Units (5 or more) _____ No. of Units			
	# of Bedrooms	# of Bathrooms	# of Renters
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:		
Request for Fire Certificate of Occupancy Inspection (Please specify at least two dates)			
<small>Inspections are conducted Tuesday-Thursday, 8:30 a.m. to 3:30 p.m.</small>			
Date(s):			
Time(s):			
Property Owner Signature & Acknowledgement – Please sign and date			
_____	_____	_____	
Printed name of Owner	Signature of Owner	Date	

Please complete and return to the Vadnais Heights Fire Department. Fax 651-204-6142.

Email Lori.Peltier@cityvadnaisheights.com