



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

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Saint Paul, MN 55101*

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February 5, 2007

INSPECTION APPOINTMENT

Dear Property Owner:

An inspection of your property has been scheduled as follows:

Address:

Date:

Time:

Inspector:

Phone:

You or your responsible representative are requested to meet the inspector at the front of the building to admit and accompany the inspector throughout the building, including each rental unit. It is the responsibility of the owner to notify the tenants at least 24 hours in advance that an inspection will be done. Please have keys available to all units and common areas. **Attached is a Smoke Detector Affidavit and a Residential Occupancy Affidavit, both must be completed at the time of inspection.**

Saint Paul Legislative Code Sections 33.05(D) and 34.20 authorize this inspection and it is a criminal misdemeanor violation should you not permit this inspection by failing to appear for this appointment without rescheduling with the inspector. In addition, a **No Entry Fee of \$58.00** may be assessed to the Renewal Fee whenever the owner or responsible representative needs to re-schedule the appointment but fails to notify the inspector, **in writing**, by 8.00 a.m. on the date of the inspection.

If you no longer own this building, contact the inspector immediately between 7:30 - 9:00 a.m., Monday through Friday.

FOR CONDOS:

The interior of owner-occupied dwelling units are **exempt** from this inspection. In condominium buildings, only *rental* units, the common areas, and utility area will be inspected.

FOR APARTMENTS:

Attached is a Pre-Inspection Checklist, which is a list of the most common violations found by the inspectors, an "Existing Fuel Burning Equipment Safety Test Report (RH-1)" and a "Notice To Tenants" that their units will be inspected.

Thank you for your co-operation.