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

## Fire Certificate of Occupancy – Rental Property Application

### PROPERTY INFORMATION

Rental Property Address:

### PROPERTY TYPE/FEE SCHEDULE

Up to Four Units - \$75.00 p/unit	Multi-Unit Property (5 or more units) - \$100.00 Base Fee plus \$15.00 p/unit
_____ House	_____ Building Number _____ # of Units
_____ Condo/Townhouse	_____ Building Number _____ # of Units
_____ Duplex	_____ Building Number _____ # of Units
_____ Tri-Plex	_____ Building Number _____ # of Units
_____ Four-Plex	_____ Building Number _____ # of Units
(Choose one)	_____ Building Number _____ # of Units

### PROPERTY OWNER INFORMATION

Name

Address

Phone

Email

### PROPERTY MANAGER INFORMATION (If applicable)

Name

Address

Phone

Email

### EMERGENCY CONTACT/KEY HOLDER INFORMATION

Name

Title

Primary Phone

Location

Alternate Phone

Email

Name

Title

Primary Phone

Location

Alternate Phone

Email

### REQUEST FOR INSPECTION (Please specify at least two dates)

Inspections are conducted Tuesday – Thursday 8:30 a.m. – 3:30 p.m.

Date(s)

Time(s)

*Staff will confirm date & time of inspection*

**Tennessee Warning** – Under the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13), the data you supply on this form is private, but upon its receipt by the City of Vadnais Heights, the data will constitute a public record. The data is requested for communication purposes, to facilitate scheduling of inspections, and to identify responsible parties concerning the property. You may choose not to provide some or all of this private data, but a fire certificate of occupancy will not be issued without the information. The data will constitute a public record upon its receipt by the City of Vadnais Heights and will be subject to disclosure to third parties upon request.

**By signing below, you accept the Tennessee Warning. If you do not sign, your property will not receive a fire certificate of occupancy.**

I have read and understand the laws and ordinances pertaining to the operation of rental property in the City of Vadnais Heights (see [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com) for additional information). Notification to the City will be provided in writing within 15 days of any change in ownership or resident agent information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form with fee to the City of Vadnais Heights. Fax 651.204.6142.