

Submit a Truth-in-Sale of Housing Report

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Online entry for TISH Evaluation Reports

TISH Report online entry is only available to **Licensed Evaluators**.

Homeowners/Homesteaders will need to order a TISH report through one of these licensed evaluators.

- Existing licensed evaluators should log-in using their usual credentials

Permit Info Help Login/Register

Saint Paul Minnesota
The most livable city in America

APPLY FOR A PERMIT/TISH PROPERTY SEARCH PAY MY BILLS

Safety & Inspections Online

Welcome to Saint Paul's Online Services

The Department of Safety and Inspections (DSI) offers a free online service to help you through the process of permits and inspections. Save time with quick access to property information and inspection reports. Information on [permit requirements](#) can be found on the City's website or by calling 651-266-8989.

Permit Offerings

- Building Contractor Express
- Electrical
- Fire Engineering (Alarm and Suppression)
- Mechanical
- Plumbing / Gasfitting
- Stucco / Plaster
- Warm Air / Ventilation

Other Offerings

- Truth in Sale of Housing (TISH) Reports

[Apply for a Permit/TISH](#)

Pay My Bills

- Excessive Consumption Charges
- Certificate of Occupancy Inspections

[Make a Payment](#)

Property Search

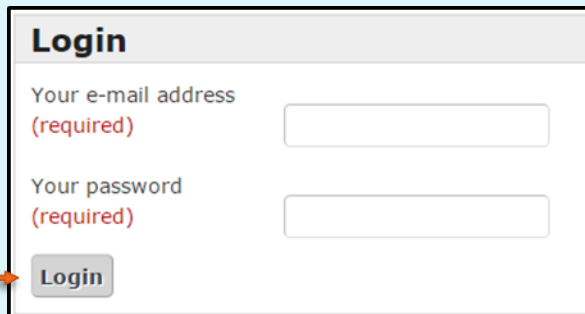
- Code Compliance Reports
- Permit Information
- Truth in Sale of Housing Reports
- Vacant Building Information

[Search Property](#)

Submit a TISH Report (Continued)

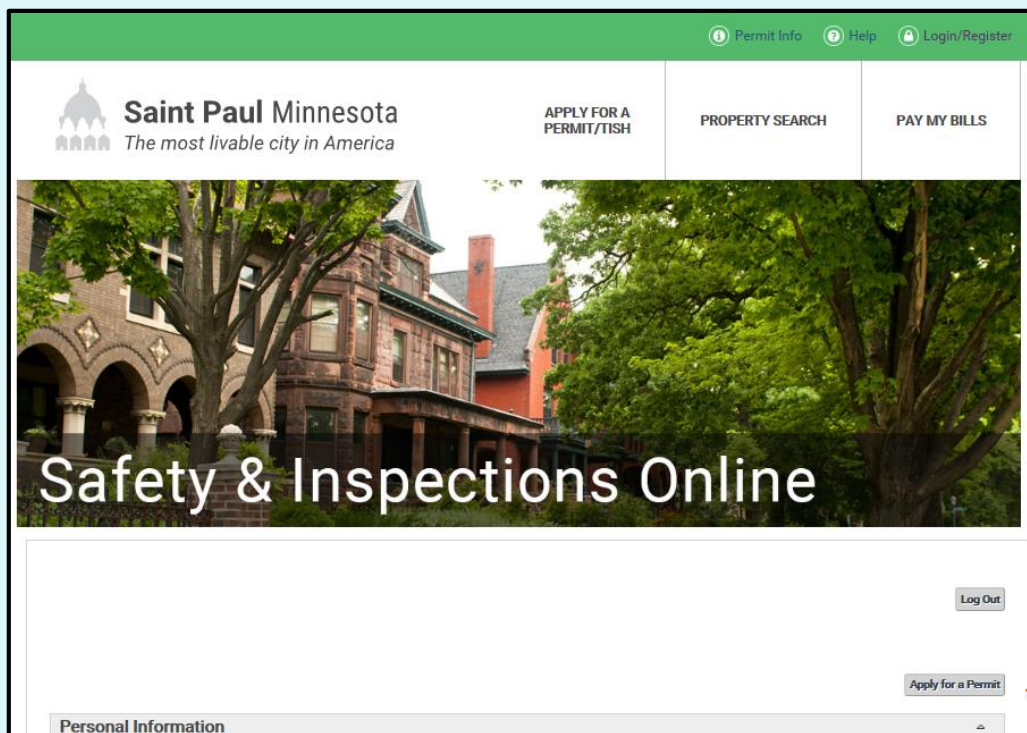
2

- Enter your email address and password, and select **Login** to login to the online permits portal



The screenshot shows a 'Login' form with two input fields: 'Your e-mail address (required)' and 'Your password (required)'. Below the fields is a 'Login' button. An orange arrow points from the left margin to the 'Login' button.

- Select the **Apply for a Permit** button located below the Safety & Inspections Online Banner, and above your Personal Information section on the right of the screen

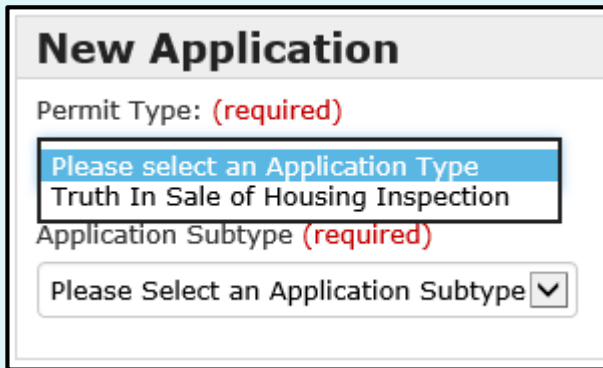


The screenshot shows the City of Saint Paul website. The header includes the city logo and name, 'The most livable city in America', and navigation links for 'Permit Info', 'Help', and 'Login/Register'. Below the header are three buttons: 'APPLY FOR A PERMIT/TISH', 'PROPERTY SEARCH', and 'PAY MY BILLS'. A large banner image of a historic building is displayed with the text 'Safety & Inspections Online'. At the bottom right of the banner area, there is a 'Log Out' button and an 'Apply for a Permit' button. An orange arrow points from the right margin to the 'Apply for a Permit' button. Below the banner is a 'Personal Information' section.

Submit a TISH Report (Continued)

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- Select the **Permit Type** from the drop-down options – TISH will be the only option available



New Application

Permit Type: (required)

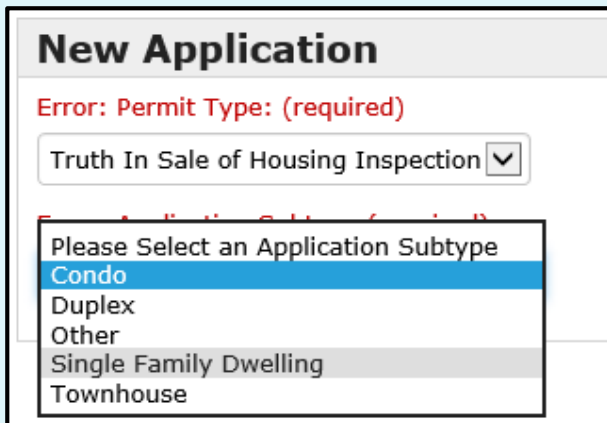
Please select an Application Type

Truth In Sale of Housing Inspection

Application Subtype (required)

Please Select an Application Subtype ▼

- Once the permit type is selected, the TISH Sub-type drop-down will be available – select the **type of home evaluated**



New Application

Error: Permit Type: (required)

Truth In Sale of Housing Inspection ▼

Please Select an Application Subtype

Condo

Duplex

Other

Single Family Dwelling

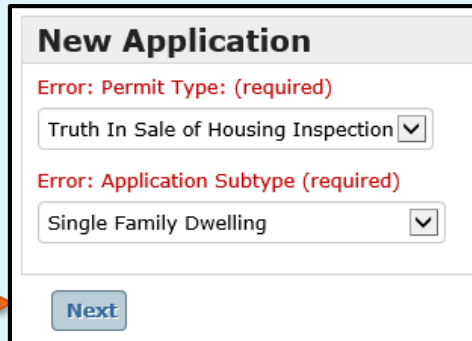
Townhouse



Submit a TISH Report (Continued)

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- Once all required fields are selected, select **Next**



New Application

Error: Permit Type: (required)

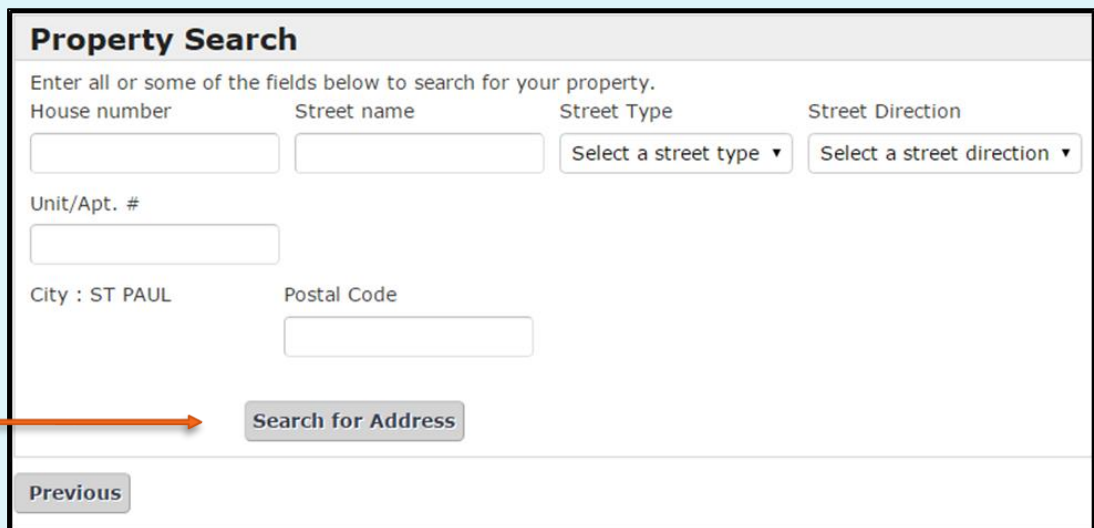
Truth In Sale of Housing Inspection ▼

Error: Application Subtype (required)

Single Family Dwelling ▼

Next

- Enter the permit property address, and select **Search for Address**
**Street Type, Direction, Unit/Apt. #, and Postal Code, are not required but will narrow your search results



Property Search

Enter all or some of the fields below to search for your property.

House number Street name Street Type Street Direction

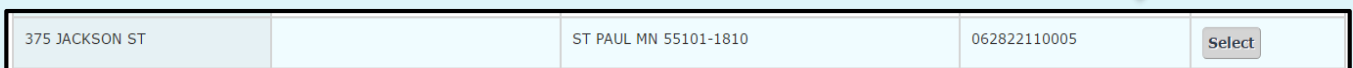
Unit/Apt. #

City : ST PAUL Postal Code

Search for Address

Previous

- Select the property address



375 JACKSON ST	ST PAUL MN 55101-1810	062822110005	Select
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Submit a TISH Report (Continued)

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- Confirm the permit details and add a **Description of Work if needed – not required**
- Select **Next**

Please Confirm the following details:

Folder Type: **Truth In Sale of Housing Inspection**
Folder Subtype: **Single Family Dwelling**
Description of Work : **(required)**

Address: **375 JACKSON ST ST PAUL MN 55101-1810**

- Enter the property owner information, within the **Additional Information** section

Client Name:

Client Contact:

Smoke Detector Present:

SD Properly Located:

SD Hard-Wire:

TISH Report Received Date: **(required)**

SD Comment:

TISH Report Date: **(required)**

Client Name: Who hired evaluator for TISH Report

Client Contact: Client phone number or email address

SD Present: Was there any Smoke Detectors found?

SD Property Located: Were the SDs in the right place?

SD Hardwired: Were any of the SDs hard wired?

TISH Report Received Date: Today's date

SD Comment: Comment on any irregularities

- Wiring present but no Hardwired SD
- HWSD present but not properly located
- Etc.

TISH Report Date: Date of TISH Evaluation

Submit a TISH Report (Continued)

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- Before you can pay for your report, you must upload pages 2-4 of your **Disclosure Report**
 - Attachment Description: Property Address
 - Attachment Type: TISH Evaluator Report
- Click – Add Attachment – to upload your **Disclosure Report**

Managing attached documents

Current attachments

You currently have no attachments associated with this license/permit.

Upload New Attachment

Attachment Description

Attachment Type

- Please, select type of document
- Code Compliance Report
- Internet Link
- Misc
- PDF
- Permit PDF
- Placard PDF
- Receipt PDF
- TISH Page 1
- TISH Receipt
- Tish Evaluator Report
- jpeg

Add Attachment

To Payments

- After all necessary materials are uploaded, click – To Payments

Submit a TISH Report (Continued)

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- You can review your or replace your documents after they are uploaded.

Managing attached documents

Attachment List

Attachment File	Attachment Description	Attachment Detail	Download	Remove
1345 Marshall Ave. 2016 034554.pdf	375 Jackson		Download	Remove
Attachment File	Attachment Description	Attachment Detail	Download	Remove

Upload New Attachment

Attachment Description

Attachment Type

Please, select type of document

File:

- You can choose to pay TISH fees now or later
 - paying now will allow your TISH report to be publicly published
 - paying later will set the TISH status to **Approved to Pay** and can be accessed in the **Pay My Bills** section (guide on page 10)
- To pay fees and issue the permit, select **Pay Fees**

Permit Details

Registration Number: **16 002622 000 00 TH**
 Permit Owner: **375 JACKSON ST**
 Permit Type: **Truth In Sale of Housing Inspection**
 Issue Date: **May 31, 2016**
 Expiry Date:

Fees

Fee Description	Fee Amount
TISH Inspection Fee	\$38.00
Fee Description	Fee Amount

Submit a TISH Report (Continued)

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- View total amount due and select **Proceed to Secure Payment Page**

My Permit Fees					
Permit Number	Folder RSN	Folder Type	Address	Total Amount Due	Detail Button
16 002622 000 TH	4167292	Truth In Sale of Housing Inspection	375 JACKSON ST	\$38.00	Detail Button
Permit Number	Folder RSN	Folder Type	Address	Total Amount Due	Detail Button






Total Amount Due: \$38.00

[Previous](#) [Proceed to Secure Payment Page](#)

- You will be directed to make your secured payment

› **Pay with credit or debit card**

Card Number

Expiration Date mm / yy /

[Pay Now](#)

Submit a TISH Report (Continued)

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- Once the payment has been processed, you will be brought to a confirmation page stating that you have successfully made your payment.
- You will not receive an emailed receipt, so please print or save this conformation for your records.

You have successfully made your payment

Your payment transaction was successful! Thank you.

Payment Number: A10F9C54FE66

Bank Approval Code: 010101

Total amount paid : \$70.79

Your permit and/or receipt will be emailed to you.

[Return to Members Page](#)

- Page one will be emailed to you and will also be viewable/printable from your **My Permits** section of the online portal.

Submit a TISH Report (Pay Later)

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Pay my bills

- Outstanding payments can be found in the “Pay my bills” section

Permit Info Help Login/Register

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APPLY FOR A PERMIT/TISH PROPERTY SEARCH PAY MY BILLS

Safety & Inspections Online

Log Out

Personal Information

Your Profile

Pay My Bills

Select to Pay	Permit Number	Folder RSN	Folder Type	Address	Total Amount Due	Detail
<input type="checkbox"/>	16 002622 000 TH	4167292	Truth In Sale of Housing Inspection	375 JACKSON ST	\$38.00	Detail

Select/Deselect All

[Pay Selected Fees](#)

Showing 10 permit(s) from 13 matching total.

1..10 [11..13](#)

My Permits

Permit Number	Address	In Date	Issue Date	Expiry Date	Permit Subject	Status	Details
16 002622 000 00 TH	375 JACKSON ST	Jun 1, 2016	May 31, 2016	May 31, 2017	Truth In Sale of Housing Inspection	Approved To Pay	Details