

# Residential Occupancy Inspection Guide

**THIS DOCUMENT MAY NOT COVER ALL CODE REQUIREMENTS  
AND IS TO BE USED AS A GUIDELINE ONLY**

**For questions regarding your inspection, please contact  
the Inspector. For unresolved concerns, please contact  
Matt Payne, Building Official, at (314) 513-5063**



## **INTERIOR GUIDELINES**

- A. Walls and Ceilings properly maintained, no holes or open cracks, paint in good condition
- B. Floors structurally sound, finish in good condition, covering or carpet with no tears, stains or holes

### **DOORS / WINDOWS / SCREENS**

- A. Doors properly maintained, no holes, good fit, latch properly, open and close properly. Thumb turn required on all dead-bolts
- B. Windows, open and close, no cracks or holes in glass, sills properly maintained, good condition
- C. Properly fitting screens on all operable windows, no holes or rips

### **FIREPLACE**

- A. Provide copy of inspection from fireplace company, dated within the prior 12 months, that fireplace is without defect and safe to use.
- B. Gas fireplaces require a visible gas shut-off outside of fireplace, in the same room and within 6 feet of fireplace

### **OUTLETS / SWITCHES / LIGHT FIXTURES (with proper permits)**

- A. Outlets must be in good condition and proper for grounded (3-prong) or non-grounded (2-prong) wiring system
- B. Switches must be in good condition and must operate a fixture, device, appliance, etc.
- C. Light fixtures must be in good condition and bulbs properly protected from accidental breaking
- D. Cover plate may not be used to cover non-functional wiring; all wire must be removed from outlet/switch box

### **SMOKE DETECTORS/ CARBON-MONOXIDE DETECTOR (All Detectors have Expiration Date, Detectors must be current)**

- A. Smoke detectors are required, one in each bedroom, one in hallway within 10 feet of every bedroom door and one per floor level.
- B. Carbon-monoxide detector is required, one per residential unit, installed in hallway or room not subject to closing.
- C. Hard-wired detectors shall be interconnected with battery back-up, non-wired may be individual battery powered unit and carbon-monoxide detector shall be plug-in with battery back-up

### **BATHROOMS**

- A. A GFCI receptacle is required in every bathroom, all bathroom receptacles shall be GFCI protected
- B. Light fixtures/medicine cabinets may not have NON-GFCI protected outlets built into the fixture
- C. If no operable window is present, a functional exhaust fan required and must exhaust to exterior
- D. Tub/shower surround sound and waterproof surface, wall surface, no faucet leaks, drain valve functional or stopper available
- E. Toilet properly maintained, secure to floor, flushes properly and no leaks
- F. Lavatory sound and sealed surface, no faucet or drainpipe leaks, shut-off for cold and hot water, flexible drain pipe not allowed
- G. Windows open and close, sills properly maintained, paint in good condition, no cracks or holes in glass with properly fitting screen

### **KITCHEN**

- A. Receptacles within six feet of water and all receptacles that serve countertops must be GFCI protected including receptacle under sink
- B. Stove exhaust fan required, working, clean, exhausted per manufacturer specifications. Light bulb protection required
- C. Sink sound, sealed bowl surface, no leaks from faucets or drainpipe, shut-offs for cold and hot water, flexible drain pipe not allowed
- D. Garbage disposal maintained and working properly, with direct wiring or plugged into GFCI receptacle
- E. Separate gas shut-off to all gas cooking appliances
- F. Stove anti-tip device is required
- G. Countertop in good condition, no major chips or scratches
- H. Cabinets and doors in good condition, open and close properly, no major defects
- I. Windows open and close, glass, sills maintained paint in good condition, no cracks or holes in glass with properly fitting screen

## UTILITY/FURNACE AREA

- A. Visual furnace inspection, proper electric hookup, housing and ductwork good condition, proper slope on flue
- B. Visual water heater inspection, no leaks, pressure relief (TPR) valve metallic pipe within 6" of floor, proper slope on flue
- C. Washer and sump pump receptacle must be GFCI, unless single dedicated receptacle.
- D. Gas appliances, separate gas shut-offs required outside appliance and before coupling
- E. All circuit breakers or fuses must be clearly labeled.

## BASEMENT

- A. All stairs (three or more risers) structurally sound, graspable (Must wrap hand fully around) full length handrail one side, open stairs require vertical guards on open sides. Unfinished open basement stairs guards are allowed to be parallel to tread nosing (all guards openings spaced a maximum 4")
- B. Electric wiring installed properly (non-original with proper permits)
- C. Junction boxes required for all wiring splices, except low (24v) voltage
- D. Laundry hookup, water supply and drain in good condition, dryer vent to exterior, washer on GFCI receptacle
- E. Building waste/soil and water lines in good condition, no visible deterioration/barnacles, no leaks and non-original installed with proper County permits
- F. Electrical service panel must be in good condition, accessible, no double lugging and non-original installed with proper County permits
- G. Joist and joist hangers properly installed
- H. Joist to beam properly attached and secured and beam pockets grouted full.

## GARAGE

- A. Separation wall adjacent to house minimum ½ inch drywall from floor to roof deck or drywall ceiling, taped with no penetrations
- B. Door into house must be a 1¾" solid core wood door or metal door with no openings
- C. Commercially manufactured garage door properly maintained, no holes, dents, good fit, latches properly, no broken glass, good paint/finish
- D. Wiring, switches, fixtures must be in good condition and no extension cords and non-original installed with proper County permits
- E. All wall receptacles must be GFCI protected.
- F. Attic scuttle and/or pull down stair required to be protected with two layers of drywall glued together on the underside

## **EXTERIOR GUIDELINES**

**ACCESSORY STRUCTURES** – Storage building properly maintained, no rot and paint in good condition

**ADDRESS** - Minimum four (4) inch Arabic numerals properly affixed and visible from the street

**AIR CONDITIONER** - Properly set, maintained and disconnect secured with padlock or mechanical fastener

**ATTIC / GABLE / ROOF VENTS** - Properly maintained, bird and rodent proof and adequate attic ventilation provided, proper termination height

**CARPORT** - Posts, ceiling and siding properly maintained, paint in good condition

**CARPORT / GARAGE SLAB** - No open cracks or joints in excess of ½" and slabs not offset in excess of 1"

**CHIMNEY AND FLUES** - Properly maintained, no peeling paint, brick and mortar sound and rain cap intact

**DOORS** - Properly maintained, paint in good condition, fit properly and lock properly, thumb turn required on all dead-bolts

**DRIVEWAY SURFACE** - Concrete surface sound, no excessive spalling, asphalt surface sound and properly sealed, no open cracks or joints in excess of ½" and no offsets in excess of 1"

**ELECTRIC OUTLETS EXTERIOR** – All receptacles shall be GFCI protected with weather proof cover

**ELECTRIC SERVICE LINE** - Insulation not frayed, properly attached and must be a minimum of 10 feet above grade including drip loop, non-original installed with proper County permits

**EXTERIOR LIGHTING** - Properly maintained, no missing or broken globes/glass, good working condition, one light required at all exterior door

**FENCES** - Properly maintained, properly attached, chain link fabric, wood slats, stain and paint in good condition, top rail on chain link fences

**GARAGE** - Properly maintained, paint in good condition, garage door must be commercially manufactured

**GUTTERS** - Properly maintained, properly attached, no leaks, paint in good condition

**DOWNSPOUTS/SUMP PUMPS** – Terminate six feet inside of property line, can't flow onto sidewalks or street, down spout splash block

**HOSEBIB FAUCETS** - Operate properly, no leaks, sealed at wall penetration

**INSECT INFESTATION / RODENT HARBORAGE** - Free of termite, roaches, insect activity and free of rodents.

**MAILBOX / POST** - Maintained, straight and paint in good condition

**PATIO** - No open cracks or joints in excess of ½" and/or no slab offsets in excess of 1"

**PORCH / DECK** - Properly maintained, slab no cracks, wood properly attached, 36" vertical guardrail spaced a maximum of 4"

**ROOF / SHINGLES / FLASHING** - Properly maintained, matching, no excessive cupping or missing shingles, installed with proper permit

**SIDEWALKS / WALKWAYS** - No open cracks or joints in excess of ½" and slabs not offset in excess of 1"

**SOFFIT/OVERHANG** - Properly maintained, paint in good condition

**STEPS/STAIRS** - All stairs (three plus risers) structurally sound, maximum 7¾" riser, graspable (Must wrap hand fully around) full length

continuous handrail one side (34" to 38" above stair tread nosing) open stairs require vertical guards on open sides (all guards spaced a maximum of 4")

**TREES / SHRUBS / VEGETATION** - Must clear roof, siding and structure. Removal of dead trees, stumps or dangerous limbs required

**TRIM / FASCIA / SHUTTERS** - Properly maintained, properly attached and paint in good condition

**WALLS / SIDING / BRICK / FOUNDATION** - Properly maintained, paint/siding good condition, clean, no cracks, no tuck-pointing

**WINDOWS/SCREENS** - Properly maintained, paint in good condition, no cracks, no holes in screens, operable windows require screens (including basement)

**YARD** - Free of weeds, trash, debris, proper drainage and proper ground cover, fence line free of weeds

## ***Common Occupancy Inspection Issues***

### **All Utilities Must Be Turned On**

#### **Homes With Furniture**

All electrical outlets (receptacles) and the electrical service panel shall be accessible at the time of inspection.

***Inspection will FAIL if these items are not accessible to the inspector!***

#### **Smoke Detectors**

All dwelling units shall have Smoke detectors as follows: one in each sleeping room, one within 10 feet of all sleeping rooms and one per each level of the building.

1. Non-wired detectors may be individual battery powered unit.
2. Hard-wired detectors shall be interconnected with battery back-up.

#### **Carbon Monoxide Detector**

All dwelling units with any gas appliances or a fireplace shall install a carbon monoxide detector. Where there are hard-wired interconnected detectors, a combination Smoke and Carbon Monoxide detector with battery backup shall replace the existing hallway smoke detector. Otherwise a plug-in Carbon Monoxide detector with battery backup shall be installed in the hallway or an area in the vicinity of the hallway not capable of being closed off by a door.

***All Detectors shall function properly when tested by inspector!***

***All Detectors have an Expiration Date, Detectors must be current***

#### **Water Shut-off Valves**

Separate shut-off valves shall be installed on the hot and cold water supply lines at all sinks, lavatories and toilets. Shut-off valve shall be in the same room or below the fixture in the cabinet.

#### **Circuits and Receptacles - Two-wire and Three-wire with ground**

Two-prong type receptacles must be used with two-wire circuits without a ground unless a GFCI receptacle is used, the GFCI receptacle may require installation of a ground wire. Three-prong receptacles must be used with three-wire with ground circuits.

#### **Gas Appliance Shut-off Valves**

Separate gas shut-off valves shall be installed on gas lines adjacent to each furnace, water heater, stove, oven and clothes dryer. Shut-off valve shall be outside the appliance housing and before the coupling.

#### **Gas Fireplace**

Gas fireplaces require a visible gas shut-off outside of fireplace, in the same room and within 6 feet of fireplace

#### **Electric Service Line**

Insulation intact, not frayed and a minimum of 10 feet above grade including drip loop. Where near a deck, line must be 10 feet above the deck for a minimum of 3 feet beyond the walking surface of the deck.

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***Protecting the Health, Safety and Welfare of our City!***

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