

CITY OF BEL-NOR
8416 NATURAL BRIDGE
BEL-NOR, MO 63121
(314) 381-2834 PHONE
(314) 381-2263 FAX
EMAIL: belnormous@aol.com

Getting an Occupancy Inspection
This quick reference guide is not all-inclusive

Exterior Premises

General Sanitation - No accumulation of rubbish, garbage, tree limbs or yard waste
Drainage - No stagnant water or blocking of drainage course
Driveways/Sidewalks - Good repair
Weeds/Dead Trees/Dead & Dangerous Limbs - Cut and remove
Rat Infestation - Remove
Exhaust Vents to Outside - Good repair
Sheds, Garages, Fences, Retaining Walls, Swimming Pools - Good repair, safe condition
Unlicensed Motor Vehicles/Trailers – (License or remove)
Sidewalks – In Good repair

Exterior Structure

Exterior Structure - Good repair, structurally sound, sanitary
Exterior Painting - no peeling, flaking, or chipped paint
Street Numbers - If missing or new must be 4" high. Existing must be easily visible
Foundation Walls - Plumb, fill, or repair cracks and breaks
Exterior Walls - No holes, breaks, loose or rotting material; weather proofed and properly coated
Roof - Tight, sound, does not admit rain, clear of limbs, branches
Decorative Features - Good repair/safe condition
Overhangs (canopies, awnings, etc.) - Good repair, safe condition
Chimneys - Good repair, safe condition
Handrails - Firmly fastened, good condition
Window and Door Frames - Good repair, weather tight glazing, crack and hole free, operable windows capable of holding in open position with provided hardware
Insect Screens - Properly maintained
Doors and Hardware - Good repair, operable, and fit to frame

Interior Structure

Interior Structure - Good repair, structurally sound, sanitary condition
Structural Integrity - All structural members
Interior Surfaces - Good, clean, sanitary condition, no peeling paint, cracked or loose plaster, damaged wood, etc.
Stairs and Railings - Good repair
Handrails and Guardrails - Good repair
Rubbish and Garbage - No accumulation
Insect and Rat Infestation – Extermination required if found
Bathroom Ventilation - All bathrooms shall have openable windows or a mechanical ventilation system.

Plumbing

Plumbing Fixtures, Pipes, and System - Working order, free from leaks or defects, maintained as safe, sanitary and functional; properly installed and maintained (properly trapped, vented)
Backflow Preventer & Vacuum Breaker - Required for lawn sprinkler systems and swimming pool hose bibs

Electrical and Mechanical

Heat Supply - Required in good repair, safe condition
Mechanical Equipment and Fireplaces - Properly installed, safe condition
Fuel Burning Equipment - Good repair, safe condition, properly installed, properly connected to chimney or vent
Garage installations require proper fire protection and adequate combustion air

Mechanical Safety Controls

Working Condition
Gas shut-off adjacent to appliances

Minimum Electrical Service - 100 amps, 3 wire

Inadequate height of service entrance must be raised, to meet necessary ground clearances; raise mast/weatherhead 3.5 feet above roof

Electrical Service and Systems - Hazardous conditions must be corrected such as:

Low hanging electrical wires - when grade has been elevated or structure (fence, pool, shed) is under wire, then wire must be raised or relocated
Improper wiring or installation
Deterioration or damage to wiring, fuses, panel, etc.
Flush or semi-flush mounted floor receptacle outlets, unless provided with an approved listed cover
Extension cords for other than short term, temporary use
Lamp cord used as permanent wiring
Conductor supported pendant switches or conductor supported pendant lighting fixtures
Loose or hanging wires, Frayed or bare wires
Open terminal fixtures are prohibited
Outlets used by washing machines, dryers, sump pumps must be on a grounded three-wire circuit within four feet of the appliance (No extension cords or plug adaptors)
Grounded-type receptacles which are improperly or inadequately grounded.

Garage door openers must have receptacle within three feet, (No extension cords or plug adaptors) and properly hard wired
Minimum of two electrical outlets required in each habitable room
Minimum of one electrical outlet required in every bathroom
Light fixture required in halls, stairways, water closets, bathrooms, laundry rooms, and furnace rooms
GFCI outlet required on all receptacles within six feet of water source, in garage, on exterior, and in unfinished basement, except those for dedicated appliances.

Safety Items

Graspable Handrails - A flight of stairs with more than four risers shall have a graspable handrail on one side, 30" to 42" above tread (except in yard areas which are not part of the egress to a structure.)
Guardrails - Stairs, landings, decks, balconies, or any walking surface over 30" above grade shall have guardrails with intermediates
Swimming Pool Guards/Fences -
Fence and gate - Good repair and working order
Minimum 48" fence height
Gates - Self-latching, self-closing, with latch 48" above ground or pool side at highest point on gate
No electrical wires over pool or within 10' of outer edge unless 22.5' or more above water surface
Doors - Lock must be operable from egress side without key or special knowledge
Emergency Escape - Sleeping rooms must have openable window or exterior door; or two means of approved egress from room
Fire Resistance Ratings - Must be maintained; no penetrations in fire rated walls unless penetration is fire rated
Attached Garages -
Beneath dwelling - 5/8" gypsum board on garage side, on all ceilings, partitions, wall between house and garage, and structural members, no penetrations unless fire rated;
1-3/4" solid core door
Attached to Dwelling - 1/2" gypsum board on garage side between house and garage;
1-3/4" solid core door - No penetrations greater than 4" diameter and no more than 3 penetrations

Smoke Detectors - In each bedroom; in the hall of each of the bedrooms, and on each level, including the basement, at the landing.

Carbon Monoxide Detector – Required at/or new gas furnace- installed in accordance to manufacturer's instructions

What to expect during the inspection

The typical inspection will take 30 minutes to 2 hours depending upon the size and condition of the property. Please confine your pet during the inspection. You are welcome to go with the inspector if you wish. The inspector will be happy to answer your questions, time permitting. A detailed verbal or written report cannot be issued at the time of the inspection. A written report will be mailed to the person requesting the inspection in a few days. Anyone can obtain a copy of the report at City Hall in the City Clerk's Office after the report is ready.

What if there are code deficiencies?

A few days after the inspection, the City will issue a report listing the results to the person who requested the inspection. In accordance with Missouri Law, the inspection report becomes a public record and will be provided to the public upon request. When the problems are remedied, you will need to contact the City Hall for a re-inspection at **(314) 381-2834**.

Some of the corrective work which is required as a result of the Property Maintenance Inspection may require building, electrical, mechanical, or plumbing permits. These are separate permits, and this work must be performed by Licensed Contractors. The Building Inspector may not approve such corrective work until it is inspected and approved, in accordance with the type of permit that was issued.

What about private inspectors?

It is recommended that home buyers have an inspection from a private inspection company. Private inspections can give the buyer a detailed report of the home's physical and operational condition, and can help the buyer render an opinion on the condition of the house.