

Residential Occupancy Checklist

In keeping with the Cities desire to maintain a healthy, safe and stable Community, the City of Wentzville has adopted an occupancy permit inspection process for all residential properties that undergo a change of ownership, tenancy or occupancy.

The occupancy inspection is regulated by the 2006 International Property Maintenance Code which pertains to existing structures. Items found to be in violation at the time of inspection shall be remedied prior to occupancy. If you have any questions, please contact 636-327-5102.

Examples of items included in the Property Maintenance Code inclusive but are not limited to the following:

Exterior

- Grade flows away from house
- Exterior walls and windows are in sound condition
- Guttering and downspouts in sound condition and functional
- Address posted *on the home or mailbox*
- Grassy areas are maintained (no erosion)
- Fences *and decks* are in sound condition
- Utilities are attached correctly to the dwelling
- Sidewalks, driveways and porches are maintained
- Roof in sound condition, free from loose or deteriorated shingles
- Soffits and fascia are maintained
- Any dead trees removed
- Exterior lighting in place and functioning properly
- Exterior paint is in sound condition without peeling or flaking
- No debris, rubbish or trash on site



Interior

- Electric systems are properly maintained- *and includes lighting, receptacles, smoke detectors, electric panel grounded, required receptacles for bathroom and laundry, two receptacles per room (minimum)*
- HVAC systems function properly-*inspection by qualified technician or utility company (Both Ameren and Laclede check units prior to turning them on-this is acceptable)*
- Plumbing systems work properly with no leaks and no illegal waste connections i.e. mechanical vents, laundry drains to floor drains, indirect waste
- Windows operate *and are capable of being locked*
- Handrails *and guardrails* for stairs *are* in place
- No evidence of termite damage *or infestation by vermin or insects*
- No evidence of water damage to roofs, walls, basement etc.
- Foundation walls are in sound condition
- Floor finish properly maintained, no sub-floor or tripping hazards
- Structural members are free from deterioration
- Chimneys in proper working order, free of breaks and cracks
- All interior walls in good condition, no holes or cracked surfaces
- Required facilities provided such as kitchen sink, lavatory, toilet, tub/shower etc.
- Check for overcrowding- 2 people per bedroom per 100 s.f.
- Minimum ceiling heights -7'0" in habitable areas, 6'6" under beams, girders, etc.
- Clothes dryer exhaust *is not clogged or compromised by too many bends*
- Basement bedroom access/egress per building code
- Deadbolts unlocked by way of a key on the inside of egress doors are not permitted

Note* All Improvements (fence, deck, pool, hot tub, out buildings and finished basements) MUST be permitted and approved.

12/1/10