

CITY OF STEELVILLE

OCCUPANCY CHECKLIST

Home buyers and rental property owners in Steelville are required to have their residential properties inspected and an occupancy permit issued before the dwelling may be inhabited. City utilities will not be turned on until this checklist is signed off on and the permit is issued by the City Inspector. This process is to ensure that these types of properties are functional with no apparent life-threatening defects or health hazards. This inspection does not fully guarantee safety in any resident and is used only as a guideline to its functionality. All critical violations of this checklist will be expressed in written form accompanied by pictures of specific findings.

Owner:

Address:

Date:

Application Fee Paid ?:

EXTERIOR

SIDEWALK

Overall condition of any sidewalk will be inspected.

Type:

Condition:

Critical Criteria:

Siding, Soffit, and fascia

All boards, panels, slats, bricks, blocks, and other coverings must be present and secure. Soffit and fascia must be present and intact. If painted, condition will be noted. Non treated, exposed wood is susceptible to rot and should be painted to maintain a weatherproof status.

Type:

Condition:

Critical Criteria:

Gutters and Downspouts

All gutters and downspouts must be intact and secure. Gutters must drain in a direction away from this residence and all others. If downspouts are not present, water must not shed onto neighboring property.

Type:

Condition:

Critical Criteria:

Roof

The roof must be free of debris and covered to shed water. Any missing shingles, metal panels, or other roof coverings should be replaced. Any leaks in the roof must be fixed.

Type:

Condition:

Critical Criteria:

Decks, Porches, Exterior Stairs, and Rails

Decks, Porches, Exterior rails, and stairs must be intact, fastened properly, and free of rotted wood.

Type:

Condition:

Critical Criteria:

Doors and Windows

All doors and windows must be present, intact with no broken glass or rotted frames, and operational as designed. Any violation of that must be repaired. Residences must have two means of proper egress.

Type:

Condition:

Critical Criteria:

INTERIOR

Floors

All subfloors must be intact with no large gaps, holes, or soft spots. All floor coverings must be complete and intact.

Type:

Condition:

Critical Criteria:

Wall and Ceilings:

All wall and ceiling coverings must be in good repair. No holes, gaps, loose boards or panels, will be permitted and must be repaired.

Type:

Condition:

Critical Criteria:

Electrical:

All existing light switches and outlets must work and have an appropriate cover. All service panels/breaker boxes must have a cover. All meter bases, masts, and weather heads must be solid and secure. GFI outlets must be present and operational within three feet of all water sources. Exposed wiring within habitable area will not be permitted unless it is installed in conduit or other approved material.

Type:

Condition:

Critical Criteria:

Plumbing:

All faucets, toilets, and washing machine hook-ups must be installed and function properly with no leaks or drips. All plumbing drains must drain properly. Any slow or non-draining fixtures must be repaired.

Type:

Condition:

Critical Criteria:

Water Heater:

Water heaters must be installed and vented properly when necessary. Electrical covers or shields must be present and intact. Non-working or disconnected systems must be removed.

Type:

Condition:

Critical Criteria:

HVAC:

All residences will have HVAC systems or other means of heating and cooling present and in working order. Non-working or disconnected systems must be removed. HVAC systems must be vented when necessary.

Type:

Condition:

Critical Criteria:

Health and Safety

- No apparent sewer or water leaks will be permitted on the property of this residence. If problems exist, they must be mitigated.
- All bathrooms must be vented properly by means of mechanical ventilation or a window opening directly to the outside of the residence.
- Smoke alarms will be required in each bedroom of the residence as well as one smoke alarm on each floor.
- If mold is present it must be mitigated before any person or persons can occupy the residence. It will not be the Cities responsibility to determine what mitigation process needs to take place or that it has been completed. A certificate of mitigation must be presented from a certified mold mitigation company before occupancy will be allowed.
- If any dwelling has an attached garage or appliance that uses natural or propane gas, carbon monoxide detectors must be present in the areas of use.