

Procedures for Residential Occupancy Inspections

- 1. Property owner or their representative must come in or call the utilities office to set up an occupancy inspection.*
- 2. The next available appointment that is accepted will be scheduled. The inspection fee remains forty-five (\$45) dollars.*
- 3. Inspections are scheduled for one (1) hour blocks, reinspection's are scheduled for thirty minutes. This would include travel time and filling out of forms.*
- 4. The owner or their representative will need to be at the property for the inspection at the determined date and time. Inspector will not enter inside the unit unattended.*
- 5. Properties should be unoccupied, cleaned, repaired and ready for occupancy prior to our inspection. If a property is occupied at the time of this inspection it will require an additional fee of one hundred dollars (\$100.00.)*
- 6. If a property requires more than one (1) follow up inspection the utilities office will be notified and an additional fee of twenty-five (\$25.00) will be required for all additional inspections until the unit passes.*
- 7. Minimum housing standards apply in the inspection as well as any other applicable state law or city code of ordinances.*
- 8. The inspection will be completed in the field with a paper checklist. Photos may be taken of areas in question and/or violations. When the inspector has returned to the office an electronic form of the inspection will be created and e-mailed to the owner/owner's representative and if passed the utilities office as well. If the owner or their representative is unable to receive electronic e-mail, then a printout will be made available at the code office for pick up or may be mailed upon request.*
- 9. Once a property has passed the inspection no further action will be required for at least one (1) year. The next inspection will be required prior to change of occupancy after the one (1) year anniversary of the previous permit.*
- 10. If the property fails any life and safety issues no occupancy will be permitted until it passes. If the unit is occupied, water will be shut off until repairs are made and items pass inspection.*

11. *If a property passes the life and safety items but fails on other items of the inspection, occupancy may be approved on a temporary basis for thirty (30) days to allow for the repair of the failed items, if work is of an extensive nature or poor weather prevalent more time may be provided.*

12. *If failed items are not corrected within the time allotted and approved by re-inspection, water will be shut off until the failed items are corrected. A summons in circuit court may be sent for the violations. All violations must be corrected at the time of re-inspection.*

Summary

Occupancy inspections are designed to protect the character and stability of residential areas. To correct and prevent property conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social wellbeing of persons occupying the dwelling in both the residential and nonresidential structures and on all existing premises.

All occupancy inspections will be handled by the Code Enforcement Office starting on April 1st 2019 until then the Fire Department will continue with inspections.

Occupancy Inspection Checklist

Building Exterior

- Peeling, flaking, or chipped paint
- Roof waterproof & maintained
- Walls, foundations, chimney maintained
- Porches solid & maintained
- Guardrails on porches, decks over 30" high
- Handrails if 4 or more steps
- No openings for rodent or other pest
- House numbers 4" readable from street

Yard

- Fences built to code & maintained
- Grass, shrubs, trees maintained
- Accessory building maintained
- No illegal vehicles or illegal parking
- No trash, litter, debris, car parts or garbage
- No unsafe or unsanitary conditions (pet waste etc.)

Garage

- Proper elec. service, wiring fixtures, etc.
- Structure solid & maintained
- Fire rate door between garage and living space

Exterior Doors

- Proper for egress and lockable
- Weather tight, operable & unbroken

Windows

- Proper size for light and ventilation
- **Proper size for egress and lockable**
- Operable & glazing not broken or cracked
- Bathrooms need adequate venting to control moisture

Rooms

- Walls, floors & ceilings intact & maintained
- No padlocks or interior key locks on doors
- Unobstructed egress within and out of home
- Adequate area
- No rubbish or garbage accumulation
- **Basement bedrooms have egress window**
- Bedrooms and bathrooms have privacy doors

Stairways

- **Handrails if 4 or more steps, Guardrails if landing to ground over 30 inches**
- Adequate lighting
- Steps stable, unbroken & adequate strength

Smoke Detectors

- **Properly installed and operable**
- **Correct locations (inside each bedroom and one on each level)**
- **CO2 Detectors needed if gas appliances or attached garage**

General Plumbing

- Installed correctly with no leaks
- Proper venting
- Functioning drains with proper traps & cover

Toilets

- Operating properly
- Properly anchored to floor
- No leaks or continuous running

Sinks, Bathtubs & Showers

- Operable, with hot & cold water
- Functioning drains with proper traps
- No leaks or drips
- Garbage disposal operable if present

Laundry

- Metallic dryer vent to exterior with cover
- **Gas shut-off valve capped if unused**

Furnace

- **Gas shut-off valve and electrical disconnect**
- **Vent secured properly pitched and sized**
- **Operable, provides minimum 68° degrees**
- **Combustion Air**
- **Adequate surrounding clearance**

Water Heater

- **Gas shut-off valve**
- **Proper pop-off valve & drop pipe**
- **Vent secured & properly pitched**
- **Operable, with no visible leaks**
- **Adequate surrounding clearance (3 ft)**

General Electrical

- **Covers on switches & outlets**
- **Wire in conduit where required**
- **GFCI's where required**
- **Switches, outlets and fixtures operable**
- Minimum 2 spaced outlets in all rooms
- **Adequate light fixtures, with globes as needed**
- **Safe, limited use of extension cords**
- **Exterior lines secure and free of hazards**

Electrical Panel

- **Service amp adequate for usage (100 amp or greater service or a load calculation)**
- All circuits labeled
- **If fuses proper sizes**
- Adequate clearance and easy access

Fire and safety issues are in bold print

The correction of other violations will be provided a reasonable time for repairs not to exceed 30-60 days. Windows in sleeping rooms must meet egress standards. The opening of a window has to be a minimum of 5.7 sq. ft. if more than 44 inches off ground inside and out. 5.0 sq. ft. if less than 44 inches off ground inside and out.