

# City of De Soto Occupancy Check List

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BELOW ARE SOME OF THE BASIC ITEMS WE INSPECT. MOST ARE ALL LIFE SAFETY AND WE FOLLOW THE 2009 INTERNATIONAL PROPERTY MAINTENANCE CODE.

## KITCHEN:

1. ALL RECEPTACLES ON THE KITCHEN COUNTER TOP ARE PROTECTED BY GFCI.
2. CHECK FOR HOT WATER IN THE HOUSE AT THE KITCHEN SINK.
3. LOOK UNDER THE SINK AND IF THE PLUMBING IS NOT CORRECT SUCH AS "S-TRAPS" IT WILL BE CORRECTED UNDER A PLUMBING PERMIT.
4. IF THERE IS A GARBAGE DISPOSAL WE MAKE SURE THERE IS A CLAMP ON THE BOTTOM, SO IT HOLDS THE WIRE IN PLACE.
5. THE RANGE MUST HAVE A "ANTI-TIP" DEVICE.

## BATHROOMS:

1. EVERY BATHROOM RECEPTACLE MUST HAVE A GFCI.
2. MAKE SURE THE PLUMBING IS CORRECT AND DOES NOT LEAK
3. EVERY BATHROOM MUST HAVE A WINDOW OR AN EXHAUST FAN.
4. TOILET IS CHECKED TO SEE IF IT IS LOOSE.

## BEDROOMS:

1. MUST HAVE SMOKE DETECTOR
2. WINDOWS ARE CHECKED TO MAKE SURE AT LEAST ONE WINDOW IN EVERY BEDROOM WILL OPEN AND STAY OPEN BY THEMSELVES.

## HALLWAY:

1. MUST HAVE A SMOKE DETECTOR
2. IF YOU HAVE AN ATTACHED GARAGE OR GAS SERVICE TO THE HOUSE YOU MUST HAVE A CO DETECTOR.

## BASEMENT:

1. MUST HAVE SMOKE DETECTOR
2. NO LOOSE WIRING IF SO MUST BE IN JUNCTION BOX AND SECURED PROPERLY
3. CHECK FOR "FIREBLOCKING".
4. CHECK THE PLUMBING STACK FOR LEAKS AND ILLEGAL PLUMBING WORK.
5. NO "SADDLE CLAMPS" ON GAS LINES.
6. SUMP PUMP CAN NOT BE ON A GFCI OUTLET
7. DAMP BASEMENTS NEED GFCI OUTLETS

#### UTILITY:

1. CHECK WATER HEATER VENT, POP OFF VALVE, PLUMBING, AND ELECTRICAL
2. CHECK FURNACE CLEARANCE AND VENT
3. THE WATER HEATER POP OFF MUST BE WITHIN SIX INCHES OF THE FLOOR NO ELBOW OR THREADED FITTING IS ALLOWED AT THE BOTTOM.
4. CHECK GAS APPLIANCES TO MAKE SURE EACH ONE HAS ITS OWN SHUT OFF AND IT IS INSTALLED NEAR THE APPLIANCE ALSO MAKE SURE THE "UNION" IS ON THE PROPER SIDE OF THE SHUT OFF.
5. CHECK THE "PANEL BOX" FOR OVIOUS PROBLEMS
6. NO OPENHOLES IN CIRCUIT BOX IT NEEDS A BLANK OR BREAKER IN THE SLOT

#### GARAGE:

1. FIRE DOOR OR SOLID DOOR REQUIRED BETWEEN GARAGE AND LIVING AR
2. MAKE SURE THE FIRE WALL IN THE GARAGE IS COMPLETE.
3. MAKE SURE THE GARAGE DOOR OPENER IS PLUGGED INTO A RECEPTICALE, NO EXTENTION' CORDS ALLOWED. GFCI ON ALL WALL RECEPTICLES. A DEDICATED RECEPTICLE FOR OPENER NOT REQUIRED BEING GFCI.

#### EXTERIOR:

1. ALL RECEPTICALES OUTSIDE ARE GFCI PROTECTED WITH PROPER WEATHER PROOF BOX.
2. HIGH WEEDS, TRASH, DERELICT VEHICLES.
3. GUTTERS APPEAR TO BE CORRECT
4. STREET NUMBER CLEARLY VISIABLE 4INCH TALL HALF INCH THICK
5. IF THERE ARE FOUR OR MORE STAIRS A HAND RAIL IS REQUIRED
6. 30 INCH HEIGHT FROM PARKING AREAS OR PORCHES NEED RAILING

#### DECKS:

1. ACHORED TO THE HOUSE PROPERLY
2. ACHORED TO THE POST PROPERLY WITH TWO CARRIAGE BOLTS, LAG BOLTS, OR LEDGER LOCKS IN EACH POST.
3. JOIST HANGERS IN PLACE.
4. HAND RAILING AND GUARDS ARE SECURE AND PROPER HEIGHT.

#### SWIMMING POOLS:

1. 48 INCH BARRIER AROUND POOLS.
2. SELF CLOSURES ON GATES WITH LOCKING DEVICES. ALARMS ON THE DOORS ON THE HOUSES THAT LEAD TO THE POOL AREA.

NOTE: ALL RECEPTACLES ARE CHECKED IN SIDE THE HOUSE. IF A RECEPTACLE SHOWS "OPEN GROUND" AND IS ONLY A TWO WIRE WITH NO GROUND CIRCUIT IT SHALL BE REPLACED WITH A TWO PRONG RECEPTACLE OR A GFCI RECEPTACLE.

- \* THE OWNER HAS 90 DAYS TO MAKE THE CORRECTIONS.
- \* IF OCCUPANCY CHANGES THEN WE DO A NEW INSPECTION.

This is just a basic list of some of the items we are looking for please refer to the 2009 property maintenance manual for further information.





# City of De Soto

17 Boyd , De Soto MO 63020 (636) 586-3326 Fax (636) 586-9201

Occupancy Inspection Application **\$30.00 Inspection Fee**

- Commercial     
  Multi-Family     
  Duplex     
  Educational     
  Residential  
 Industrial     
  Residential over Commercial     
  Other

Property Address: \_\_\_\_\_ Vacant: Yes  No

**Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Agent/Company:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Use of Permit**

- Carport     
  Church     
  Duplex     
  Garage     
  Multifamily     
  Office/ Bank  
 Professional     
 Service Station     
 Single Family     
 Store/Retail     
 Mobile Home

**Occupancy Transfer Type**       Sale       Rental

The Inspection is a minimum property maintenance inspection made for the purposes of determining if the premises is in compliance with the city's property maintenance code for occupancy. The scope of inspection is limited to observations readily visible without moving or removing any item causing visual obstruction. This inspection does not constitute a guarantee or warranty expressed, or implied regarding the present or future condition or use of these premises. **The inspection does not replace the occupants own obligation to be satisfied with the premises and to undertake private inspections.** The city shall not be held liable for any deficiencies or defects on the premises. I certify that I have been authorized by the owner to make application as his/her authorized agent.

\_\_\_\_\_  
Signature of Owner Or agent

\_\_\_\_\_  
Date

Date Received \_\_\_\_\_

- Check     
  Cash     
  Credit

Permit Number \_\_\_\_\_