



City of Maryland Heights Residential Occupancy Permits & Home Inspection Process

Residential Occupancy Permits

An occupancy permit is required when there is:

- Any change of ownership or representation of ownership
- Change of tenancy
- Construction Activity

It is the responsibility of any person, owner, corporation or agent to not occupy or permit the occupancy of any commercial or residential premise or structure in the City without first obtaining an inspection and certificate of occupancy. The term “occupancy” includes the movement of furniture, equipment or other property into the premise or structure.

Please note that occupancy permits are not transferable.

Residential Single-Family Occupancy Permit Process

1. A residential occupancy permit is a two part process: to obtain the occupancy permit, the structure must pass a Maryland Heights occupancy inspection.
2. Includes single-family homes, duplexes, and condos.
3. Inspection fee is \$75 and includes up to 2 re-inspections. (3 total inspections)
4. The City has no preference for which party applies for the inspection.
 - The applicant may be the owner, buyer, tenant, or agent and they will receive a fixed inspection time at the time of scheduling.
 - Someone must be present during the inspection; lock box entry is not allowed by City policy.
 1. If this person is not the applicant or owner, they must be listed as an authorized representative on the inspection application form.
 - The inspection includes both the interior and exterior of the structure and normally takes less than an hour.
 - If there are any violations, the inspector will leave a Field Correction Notice listing these violations. Violations must be corrected and a re-inspection performed.
5. Once passed, an occupancy permit is valid for **90 days** from the last inspection.
6. The occupancy permit must be applied for in person by one adult member of the household.
 - **When applying for the occupancy permit (after the occupancy inspection has passed), you must present:**
 1. Photo ID
 2. Proof of lease or ownership (ex. lease agreement, title statement or closing documents)
 - There is NO fee for this application

CONTACT INFORMATION

Director of Community Development:
.....(314) 738-2232

Building Commissioner:
.....(314) 738-2241

General Information:
.....(314) 291-6550

Inspection Scheduling:
.....(314) 291-6550

Maryland Heights Government Center
11911 Dorsett Road
Maryland Heights, MO 63043
www.marylandheights.com

What code is used to perform occupancy inspections?

Inspections for residential occupancy are performed in order to assure compliance with the minimum standards set forth in the adopted International Property Maintenance Code. The following is a statement of scope and intent from this code.

- **101.2 Scope** : The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary aintenance; the responsibility of owners, an owner's authorized agent, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.
- **101.3 Intent** : This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

The City of Maryland Heights uses the sections within this code to establish guidelines for our inspections. All inspections are performed with sensitivity to the wide spectrum of housing ages and types that are present within the city.

It is not our intent to require someone to modify a fifty year old home to be the same as new construction. We do however strive to assure each home we inspect and approve for occupancy does meet the minimum standards of health, safety, and welfare for the people moving into our community. Thoughtful administration of this program leads to safer buildings, more stable neighborhoods and provides an environment that will protect long term property values.

What exterior items does the City inspect?

We inspect the condition of the exterior of the building, accessory structures (sheds, etc.), decks, patios, and general condition of the grounds (proper drainage, dead limbs/trees, weeds, etc.). The following is a detailed list of typical exterior inspection points:

1. **Foundation Walls** – Must be straight, in good repair, free from open cracks and able to support the loads placed upon them.
2. **Structural Elements** – Must be sound.
3. **Front Porches** – Signs of settling or cracking. Proper connections of beam to post and post to footing.
4. **Carports** – Proper connections of beam to post and post to footing. A carport must have 50% open. (2 sides) if it has been altered to close in a third side, it must either be restored to original condition or a permit must be obtained to fully convert it to a code compliant garage.
5. **Decks** – We look at all structural connections, guard rails, hand rails, condition of the wood, and stair configuration/condition.
6. **Exterior Walls** – Must be free of holes, breaks, loose/rotting boards and peeling paint.
7. **Service Entrance Cables** – Assure the cable is in good condition and required clearances are maintained.
8. **Every Exterior Faucet** – Must be equipped with a hose bibb vacuum breaker.
9. **Masonry** – Check for general condition. If necessary, tuck pointing will be required.

See Exterior Inspections, page 4

What interior items does the City inspect?

We inspect all interior spaces for condition, operation of certain elements, and general cleanliness. Following is a detailed list of typical interior inspection points:

1. **Interior Drywall** – Must be in good repair, properly taped and painted or covered with other approved materials (ex. wallpaper, paneling, etc.).
2. **Floors** – Must be sound and free of holes. Floor covering must be in good repair and free of tripping hazards.
3. **Windows** – Ease of opening & closing, must stay open on their own, must be lockable, no failed seals in insulating glass, and no broken glass.
4. **Egress Windows** – Must be present in all sleeping areas.
5. **Safety Glazing** – Must be present where required. (Bathrooms, stairs, etc.)
6. **Stairs** – Must have a continuous handrail on one side and guardrails as appropriate.
7. **Smoke Detectors** – Must be present and operational in all bedrooms, in the area outside of and in the immediate vicinity of bedrooms, and in each story within the home, including basements.
8. **Water Distribution System** – Must be in good repair and free of leaks.
9. **All Waste Lines** – Must be in good repair and properly vented.
10. **Plumbing Fixtures** – Must be free of leaks. (ex. faucets, sinks and toilets)
11. **Electric Service** – Must be large enough to meet the demand placed upon it. There must be no double lugging (two circuits coming off the same breaker). Each branch circuit must be properly fused or served by a circuit breaker. All splices must be made inside a junction box; no open splices will be approved.
12. **GFCI Receptacles** – All kitchens counter tops, bathrooms, and unfinished basements to have GFCI protected receptacles. (Laundry rooms in finished areas may have a grounded type receptacle).
13. **Electrical Outlets and Switches** – Must be wired properly and have cover plates.
14. **Anti-tip Device** – Must be in place for stoves.

Exterior Inspections, *Continued from page 3*

10. **Windows and Door Openings** – Must be weathertight. Glass must be in good repair. Every opening must be properly caulked.
11. **Window Screens** – Must be present on every door, window, and other outside opening required for ventilation of habitable rooms and food preparation areas.
12. **Doors** – Good general condition and function appropriately. Double keyed locksets are not allowed.
13. **Siding Condition** – Must be intact and free of mold, mildew, algae, cracks, and holes.
14. **Roofs** – Must be structurally sound, tight, leak-proof, and drained so water is carried away from the building and discharged without affecting neighboring property.
15. **Yard Areas** – Must be covered with vegetation to prevent erosion. Grass must be well-kept.
16. **Trees** – Dead branches to be removed. Must be trimmed back from the building.
17. **Water Drainage** – Finished grades must slope away from the house and shall not pool on the property.
18. **Fences / Gates** – If present must be in good general state of repair.
19. **In-ground Swimming Pools** – Must be surrounded by a four-foot fence in compliance with current property maintenance code. All pool wiring must meet the requirements of the National Electric Code.
20. **Exterior Electrical Receptacles** – Must be weather proof and GFCI protected.
21. **Driveways** – Asphalt or concrete must be in sound condition free of excessive cracking or settling.

- 15. All Sinks** – Check condition of cabinets, presence of leaking drains. *(Note: Flexible sink drains are not allowed.)*
- 16. Garbage Disposal** – If present, must be operational. Check for presence of appropriate electrical connection.
- 17. Dishwasher** – If present, must have proper drain line connection/shut-off valves.
(Note: We do not operate dishwasher.)
- 18. All Faucets (except bathtub)** – Must be equipped with a water shut-off valve.
- 19. Water Heaters** – Must be properly vented and equipped with a pressure relief valve connected to a drip tube extending to within six inches of the floor. Water heaters must be equipped with a shut-off valve.
- 20. Tubs and Showers** – Must be operational, no mold/mildew, no leaks.
- 21. Toilets** – Must be operational, set securely on the floor, no leaks.
- 22. Bathrooms** – Must be vented by a window or fan discharging directly to the outside.
- 23. Lights Over Tubs/Showers** – Must have appropriate safety covers.
- 24. Tile Conditions** – No signs of deteriorated substrate, mold/mildew, etc.
- 25. All Wall and Ceiling Conditions** – Must be clean with no signs of staining from water leaks etc.
- 26. Wiring** – No extension cords used as permanent wiring.
- 27. Attic Accesses** – Must be accessible; not blocked by closet shelves.
- 28. Attics** – Must be vented either by openings at the eave, at the top of the gable or by mechanical means.
- 29. Furnaces** – Must be in good repair, properly wired and properly vented. Each blower must be protected by a clean and serviceable filter. Gas furnaces must be equipped with a gas shut-off valve.
- 30. Fireplaces** – Must be properly vented. Fire boxes and flues must be kept clean and free of obstructions. The area 20 inches on all sides of a fire box must be noncombustible. Manufactured fireplaces must bear the seal of a recognized testing agency. Smoke dampers must be operable.
- 31. Flashing / Fire Blocking** – Must be present as required for conditions.
- 32. Buildings** – Must be free from insect infestation.

During our inspection, if we discover work performed without a permit, the home owner will be required to obtain a permit for that work and pass all required inspections prior an occupancy permit being issued. The most common occurrences are finished basements, replacement kitchens and baths, decks, and carport to garage conversions. We encourage homeowners that are unsure of the regulations to contact the City prior to beginning work of this nature. Often times, we are able to provide valuable information to them early and help them avoid costly mistakes.

Notes