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RESIDENTIAL OCCUPANCY & CODE ENFORCEMENT

HOME OCCUPANCY CHECKLIST

Occupancy Inspector
 ~ 573-502-4308 (cell) ~

Owner's Name: _____ Phone # _____
 Dwelling Address: _____ Owensville, MO 65066

A) GENERAL EXTERIOR

1. _____ Property address plainly visible from the street for emergency services
2. _____ Walls are free of holes and loose or rotting boards
3. _____ Foundation is structurally sound and not buckling or leaning
4. _____ Steps, decks, patios and porches are all structurally sound
5. _____ Roof is structurally sound with no holes or missing shingles
6. _____ Mobile Homes properly secured with anchors, tie-downs, and skirting
7. _____ Exterior electrical outlets are GFCI protected

NOTES:

B) GENERAL INTERIOR

1. _____ Working smoke detectors, battery operated or wired (1 per bedroom & 1 per floor).
2. _____ Working carbon monoxide detectors on the main living floor
3. _____ GFCI outlets installed; cover plates on all switches, outlets, and GFCI outlets
4. _____ Stairs and floor in good sound condition with no holes
5. _____ No frayed or bare wires and all visible wiring must be properly installed
6. _____ Electric circuit panel is accessible without obstructions
7. _____ No Major Water Leaks – leaking pipes
8. _____ No standing water in sinks, tubs, basements; toilets flush properly

C) WINDOWS, DOORS, LIGHTS and VENTILATION

1. _____ Bathrooms must be vented by a window or fan discharging directly outside
2. _____ All habitable rooms have either natural or artificial ventilation
3. _____ All exterior windows must have clear or translucent glass completely covering opening
4. _____ All exterior doorways must have a door to completely cover the opening
5. _____ Safety glass in bathrooms is present and correctly labeled

D) EMERGENCY ESCAPE & RESCUE

1. _____ Every sleeping room has at least one operable window or door that opens to the outside without the use of keys or tools
2. _____ Escape windows must be at least 20" wide by 24" tall
3. _____ Escape doors must be at least 30" wide by 80" tall
4. _____ Escape window screening is removable without the use of keys or tools.

E) HANDRAILS & GUARD

1. _____ Stairways with more than four risers shall have handrails on at least one side
2. _____ Handrail is firmly fastened, structurally sound and installed between 30" to 37" above the stair tread
3. _____ Guards are present on open sided stairways, and any porches, balconies or raised floors that are 30" above the floor or grade below

IMPROVEMENTS TO PASS INSPECTION:

Building Inspector _____

Date inspected: _____ Approved _____ Failed _____

Date Re-inspected: _____ Approved _____ Failed _____