

Olivette

...in the center of it all

RESIDENTIAL OCCUPANCY INSPECTION APPLICATION FORM

Single Family Residential Fee \$95.00 _____ Multi Family Residential Fee \$75.00 _____

New Rental Fee \$95.00: _____ Rental Renewal Fee \$75.00 _____

PAID: _____ COLLECT ON SITE: _____

ALL UTILITIES ARE REQUIRED TO BE ON AT THE TIME OF INSPECTION

Electrical outlets and service panel are required to be accessible during the inspection

Today's date: _____ Address of inspection: _____

Unit # _____ # of bedrooms _____ Occupied _____ Vacant _____ PERMIT # _____

Owner or Agent Name: _____

Local Contact phone #: _____ Email: _____

My Signature below certifies the above information is accurate and I understand the City of Olivette can issue a Municipal Court Summons if I allow someone to move into the property without Final inspection from the City of Olivette. Also acknowledges that each property is required to have trash services through Republic Services.

Signature: _____ Date: _____

OFFICE USE ONLY BELOW

First Inspection Date: _____ Inspector: _____ Pass _____ Fail _____

Second Inspection Date: _____ Inspector: _____ Pass _____ Fail _____

Taxes current: _____

1140 Dielman Road Olivette, Mo 63132

314-993-0252

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The City of Olivette Residential Occupancy Guidelines

Interior Guidelines

ALL UTILITIES ARE REQUIRED TO BE ON AT THE DATE AND TIME OF INSPECTION

Walls/Ceilings/Floors

- A. Walls, Ceilings and Flooring properly maintained, free of holes and open cracks. Paint in good condition. Flooring material to be clean and structurally sound.

Doors/Windows/Screens

- A. Windows to open and close properly, latch securely and be free of cracked or broken glass. Trim, sills to be in good condition.
- B. Screens required with no holes on all openable windows.

Fireplace

- A. Damper to function normally on wood burning units.
- B. Gas units require a shut off valve visible outside the firebox, on the same level within 10' from firebox.

Smoke Detectors/Carbon Monoxide Detectors

- A. All bedrooms require smoke detectors (battery operated ok, unless new construction or remodel). Smoke detector is required outside each room within 10' of the door.
- B. CO detector with AC power is required on any level that has a sleeping area in units with gas appliances, fireplaces or attached garages.

Receptacles

- A. All bathrooms require at least one GFCI protected receptacle within 6' of water supply.
- B. Kitchen counter top receptacles within 6' of water are required to be GFCI protected.

- C. Receptacles located near the washer water supply required to be GFCI protected.
- D. All 3 prong receptacles are required to be used with the 3 wire ground circuit.

Kitchen/Bathrooms

- A. All water supplies are required to have shut off valves under the faucets, inside the cabinetry.
- B. Disposal required to be working properly and be hardwired or on a GFCI protected circuit.
- C. Each bathroom required to have openable window or exhaust fan independently vented directly to the exterior.
- D. Stove required to have an ANTI tipping device.

Furnace/Water Heater/Electrical Panel/Plumbing Stack

- A. Furnace to have duct work in good condition and proper slope on the flue.
- B. Water Heater to be free of leaks and have metallic discharge pipe
- C. Gas appliances to have independent gas shut off valves.
- D. Electric panel breakers or fuses to be clearly labeled. Panel to be installed properly.
- E. Waste stack to be free of rust, cracks and in good condition.

Staircases/Stairwells

- A. All stairs to be structurally sound. 4 or more risers will require full length, graspable handrail on 1 side. Open stairs require guards with 4" MAXIMUM spacing on each side.

Attached Garage

- A. Separation wall adjacent to house required to have ½" drywall from floor to roof deck, taped and have NO penetrations.
- B. Access panel doors required to be 5/8" drywall.
- C. All receptacles in a garage are required to be GFCI protected.
- D. Door from attached garage into house is required to be a 20 minute fire rated door.
- E. Any garage door required to be commercially manufactured.

Deadbolt Locks

- A. Required to be operated by a thumbturn from the interior side of the door.

Clothes Dryer

- A. Gas dryers required to vent to the exterior per the manufacturer's specifications.

EXTERIOR INSPECTION GUIDELINES

Address marking

- A. 4" Arabic numeral visible from the street attached to structure required.

Electric Service Line and drip loop

- A. Required to have a minimum clearance of 10' from grade, including bottom of drip loop.
- B. All exterior receptacles required to be GFCI protected with weather proof covers.

Accessory Structures

- A. Storage buildings properly maintained and in good condition.

Roof/Chimney flashing/Flues

- A. Roof to be sound and in good condition.
- B. Flashing and flues to be free of excessive rust and in good repair.

Fascia/Gable Vents/Siding/Soffits/Overhangs/Gutters

- A. Fascia to be in good repair and free of peeling paint.
- B. Siding to be installed correctly, clean and free of peeling paint.
- C. Vents and vent covers to be undamaged and free of debris.
- D. Soffits and overhangs to be installed correctly and in good repair.
- E. Gutters required to be in sound condition, installed properly and downspouts to have splash blocks. Required to terminate within 10' of property line.

Driveway/Sidewalks

- A. No open cracks in excess of ½" or offsets in excess of 1".

Decks/Patios/Porch

- A. Decks to be attached per code. Surfaces higher than 30" require a 36" guardrail with maximum spacing of 4". Stairs require a graspable handrail. Porch, Patio slabs to be free of cracks and offsets.

Mailbox/Yard

- A. Mailbox to be in good condition and properly maintained.
- B. Yards to be free of debris, dead brush and tall grass.

Highlighted areas reflect recent ordinance changes.