

Guide for City of Pacific Occupancy Inspections

Please review this informational guide that is being provided to establish clarity and understanding of the “Residential Occupancy Permit Process” within the City of Pacific, Missouri.



Municipal Code of the City of Pacific - Section 500.160 Occupancy Permit Required.

- A. It shall be unlawful for any person to occupy or for any owner or agent thereof to permit the occupancy of any building, or addition thereto, or any thereof, for any purpose until a certificate of occupancy has been issued by the Building Commissioner or designated person. Every owner, agent or manager of any building, or addition thereto, shall inform the Building Commissioner prior to any change of occupancy and request an inspection thereof under the provisions of this Chapter.
- B. The premises shall be inspected for compliance with the applicable codes as set forth herein. For purposes of this Section, "*applicable codes*" shall include the City Code of Ordinances (including the ICC Codes incorporated therein) and improvement obligations and regulations imposed thereunder. Dependent upon the findings of the inspection, the Building Commissioner or designated person shall take the following actions:
 1. If the premise fully complies with the applicable codes, shall issue a certificate of occupancy;
 2. If the premises has no violations which affect the public safety and substantially complies with the applicable code, may issue a conditional occupancy permit. The owner of the building shall have a specified period of time, not to exceed thirty (30) days, from the date of issuance of the conditional occupancy permit to correct the violations noted;
 3. Prohibit occupancy of the premises until the premises complies with the applicable code; or
 4. Withhold issuance of the occupancy permit until unpaid taxes or fees of the applicant or relating to the property are paid to the City as required in Section **145.125**.
- C. The city is not liable for any deficiencies or defects of the premises. Neither the inspection nor the inspection report constitutes a guarantee or warranty expressed or implied regarding the present or future condition of the house or premises.
- D. Fees: Occupancy Permit, Residential Original Inspection or Re-inspection, \$50; One- and two-family; \$25 Multi-family; Occupancy Permit, Non-residential Original Inspection or Re-inspection, \$50.

The inspector will perform a visual, minimum property maintenance and safety inspection conducted exclusively for the use of the City in determining the compliance of the premises with the City's Property Maintenance Code. These inspections are intended to assist in protecting the health, safety and welfare of the general public and should not be considered a substitute for a professional home

inspection. The city recommends that every potential buyer should hire a professional service to conduct a more thorough visual examination of a home's condition.

Furthermore, The City asks that pets be confined during the inspection process.

ITEMS CHECKED DURING OCCUPANCY INSPECTION

Exterior

Sanitation – Garbage or rubbish left inside or outside of home. (PM* – 308 & 302.4 City Ord.)

Grading/Drainage – No standing water on property, curbs and gutters free of debris. (PM – 302.2)

Sidewalks/Driveways/Steps – All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in proper state of repair, and maintained free from hazardous conditions. (PM – 302.3)

Weeds – Premises must be maintained free from weeds or plant growth. (PM – 302.4 City Ord.)

Accessory Structures – Shall be maintained and structurally sound, free of weeds and volunteer growth of trees and brush. (PM – 302.7 City Ord.)

Motor Vehicles – Abandoned and other non-complying motor vehicles are prohibited. (PM – 302.8 City Ord.)

Fence – Must be maintained and structurally sound. (PM – 302.7)

House Numbers – Letters and numbers must be 3 inches in height for residential, 6 inches for commercial, must be visible from street it's addressed to. (PM – 304.3 City Ord.)

Walls (structure/foundation/finish) All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such conditions as to prevent the entry of rodents and other pest. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained waterproof and properly surface coated where required to prevent deterioration. (PM – 304.4, 304.5, & 304.6, A102.4, A103.6.)

Roofs & Drainage/Gutters – Roofs and gutters properly cleared of debris so rain flows freely. (PM – 304.7)

Overhangs Extensions (soffits & fascia) – No holes or openings letting bugs and animals in attic area. (PM – 304.9)

Chimneys & Flues – Chimneys structurally sound, flues properly supported and free of any obstructions. (PM – 304.11)

Windows & Doors – Glass not broke, must fully operate, all hardware installed and working. Basement bedrooms requirements for egress minimum width 24" Minimum Height 44" Minimum net clearance 5.7 sq ft. with a maximum of 44" from floor to window opening. (PM – 304.13, 304.18 .1 .2 & .3)

Insect Screens – Installed, no holes or tears that will allow insects in. Required on all rentals from April 15 to Oct. 15. City Ord. All residences for sale must have all screens that are installed free from holes and tears that will let insects in. (PM-304.14)

Basement Entrances – Accessible, no obstructions. (PM- 304.18)

Stairways/Decks/Porches/Balconies – Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting imposed loads. (PM – 304.10)

Electric Service Entrance – Insulation not frayed, properly attached and must be a minimum of 10 ft. above grade including drip loop. (PM – 604.2)

Lights & Receptacles – All working, weather resistant type, receptacles must be GFCI protected with approved weather covers. Lights must be properly maintained, no missing or broken globes/glass, in good working condition. (PM – Sec. 605)

Interior

Floors (structural/coverings) – No holes, soft from lack of support, rot or termite damage, wall to wall carpet must be properly fastened. (PM – 305.6)

Handrails/Guardrails/Stairways – Handrails & Guardrails must be safe, properly fastened, stairs must be safe, with secure treads. (PM - 305.4, 305.5, 307.1)

Trash Accumulation – interior needs to be free of trash. (PM – 308)

Infestation – free of bugs and rodents. (PM – 309)

Smoke Detectors – Required in all bedrooms, outside every bedroom, within 10 ft. of bedroom door and on all levels of home. (PM – 704.2.1)

Exits/Doors – No obstructions, properly operating. No keyed deadbolts, must have thumb turn at interior. (PM – 304.18, 304.18.1 &.2)

Carbon Monoxide Detectors – Required outside of all bedrooms if home has natural gas or propane fired appliances such as (stove, dryer, water heater, furnace, fireplace) wood stove or attached garage. Can be plug in with battery backup. (PM – 705, City Ord.)

Walls & Ceilings – No holes, structural issues, exposed wires, no paper faced insulation left exposed in walls & ceilings. (Flame hazard, manufacture instructions) Attached garage common door between house and garage must be a fire rated, or solid core door. Common wall of garage and house and ceiling must have fire rated drywall & tape. (PM – 305.3, 703.1 & 703.8 City Ord.)

Hardware – Knobs, hinges need to be properly fastened and operate. (PM - 306.6)

Plumbing

Kitchen/Vanity/Slop Sinks – No leaks, properly trapped under sink, hot & cold water. (PM – 502, 503, 504, 505, 506.)

Toilet – Properly fastened, operating, no leaks. (PM – 502, 503, 504, 505, 506.)

Water/Gas Lines – Must be properly fastened, Water (PM 504.3, 505.3) Gas (2009 IRC, G2418)

Appliances

Fuel burning equipment, fireplaces, mechanical equipment – Good/safe condition, correct clearance to combustibles, properly installed and connected to chimney or vent. Gas shut off adjacent to appliance.

Water Heater – (gas or electric) properly installed, shut off on cold side, pressure relief pipe installed terminated within 6 in. of floor, must have drain pan on all wood floors other than concrete basement floor, Gas – approved pipe W/shut off, vented. (PM – 505.4, 603)

Cook Stove/Hood/Mounted Microwave – properly installed, with anti- tilt device, wired, vented (if needed), no exposed wires or gas leaks. (PM – 603)

Garbage Disposal – Must operate, properly wired. If drain from dishwasher connects to disposal, must have hose clamp on end. (PM – 603)

Electrical – Where it is found that electrical system in structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacles and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard. Permit may be required. Note: service panel cover maybe removed if inspector believes service was modified without permit. (PM Sec. 604 & 605)

Breaker Panel – Label all breakers, no open holes (breaker/wire knockout left open) must have all cover screws (pointed screws not allowed) accessible for proper service. (PM – 604, 605. 2009 IRC E3706.2)

Light Fixtures – must be in good condition and bulbs properly protected from accidental breaking, switched light required when entering all habitable rooms, (switch lights to receptacles for lamps, okay). (PM – 605.3)

Outlets/Switches –Outlets must be in good condition and proper for grounded (3-prong) or non-grounded (2-prong) wiring system. proper covers, GFCI receptacles will be required in garages, kitchen counter- tops/island, bathrooms, any receptacle within 6 ft. of sink, (slop sink) and unfinished basement. Switches must be in good condition and must operate a fixture, device, appliance, etc. (PM – 605.2. City Ord.)

Wiring – properly fastened, no wires run horizontal below 7 ft. in garages and basements left exposed. Wires can be cover with plywood, drywall or 2x material. All ends of wires must be properly terminated, (no exposed ends with wire nuts showing) all junction boxes must have cover plates. (PM 604; Ref IRC Code)

Mechanical

Furnace/AC – (Electric – proper size wire/breaker), (Gas – approved pipe W/shut off, vented) ductwork properly installed. (Chapter 6, IPMC PM Code)

Swimming pools

Fence and gate – Good repair and in working order, minimum 48’ in height, gates must be self- latching, self-closing, with latch 54” above ground or pool side at highest point on gate. (PM Sec. 303)

Please forward any and all questions related to this guide to either:

City Building Inspector Steve Brune at sbrune@pacificmissouri.com , or City Director of Community Development Steve Myers at smyers@pacificmissouri.com or to speak with Community Development Clerk Ryan Fodge call 636-271-0500 Ext. 221

Thank you for your cooperation in developing a safer Pacific!



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