



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.
[Ord. No. 1967 §2, 2-18-1997; Ord. No. 2624 §2, 7-21-2009]

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 occupancy as a result of resale or lease 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 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 premise has no violations which would affect public safety and substantially complies with the applicable code, we **may** issue a conditional occupancy permit. The owner, purchaser and/or lessee of the building shall have thirty (30) days from the date of issuance of the conditional occupancy permit to correct the violations noted. Purchaser or lessee must sign temporary occupancy application. If repairs cannot be completed within the 30-day period, responsible party must present the reason why, or receipt of items to the Building Commissioner. If compliance is not met, the violation will be sent to the prosecutor and owner will receive a summons to appear in court.**
- 3. Prohibit occupancy of the premises until the premise complies with the applicable code; or**
- 4. Temporarily 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.**
- 5. Inspection fee \$50 re-inspections \$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 homes condition.

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.

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 (such as trip hazards). (PM – 302.3)

Weeds – Premises must be maintained free from weeds or plant growth. Grass shall be maintained to a height not to exceed seven (7) inches. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs. (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, including unlicensed/inoperative, motor vehicles and trailers 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 tares 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, good working condition, one light required at all exterior doors. (2009 IRC.)

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. 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 and fire taped. (PM – 305.3)

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, copper gas lines, if not in the same area as appliance, must be marked gas or yellow paint or sticker every 4 ft. (REF.2009 IRC.)

Appliances

Fuel burning equipment, fireplaces, mechanical equipment – shall be maintained in good/safe condition, with correct clearance to combustibles, be properly installed and connected to chimney or vent, and gas shut off adjacent to appliance.

When purchasing or selling property, a copy of the gas inspection report will be required for the building department file.

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 maybe required. Note: service panel cover maybe removed if inspector believes service was modified without permit.

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.

No electric wires over pool within 10’ of outer edge unless 22.5’ or more above water surface.

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

Building Inspector James Overschmidt at joverschmidt@pacificmo.gov, or to speak with Building Department Clerk Amy Bauguess, call [636-271-0500](tel:636-271-0500) Ext. 221 or at abauguess@pacificmo.gov.

Thank you for your cooperation in making a safer Pacific!



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