



**RESIDENTIAL OCCUPANCY INSPECTION GUIDE**  
**MAY NOT COVER ALL CODE REQUIREMENTS - TO BE USED AS A GUIDELINE ONLY**  
**INTERIOR GUIDELINES**

**WALLS / CEILINGS / FLOORS**

- A. Walls and Ceilings properly maintained, no holes or open cracks, paint in good condition
- B. Floors structurally sound, finish in good condition, covering or carpet with no tears or holes

**DOORS / WINDOWS / SCREENS**

- A. Doors properly maintained, no holes, good fit, latch properly, open and close properly. Thumb turn required on all dead-bolts
- B. Windows, open and close, no cracks or holes in glass, sills properly maintained, good condition
- C. Properly fitting screens on all operable windows, no holes or rips

**FIREPLACE**

- A. Fireplace properly maintained and installed, proper hearth, flue clean and damper works properly.
- B. Gas fireplaces require a visible gas shut-off outside of fireplace, in the same room and within 6 feet of fireplace

**OUTLETS / SWITCHES / LIGHT FIXTURES**

- A. Outlets must be in good condition and proper for grounded (3-prong) or non-grounded (2-prong) wiring system
- B. Switches must be in good condition and must operate a fixture, device, appliance, etc.
- C. Light fixtures must be in good condition and bulbs properly protected from accidental breaking
- D. No open splices, exposed wires, and all outlets and receptacles must have faceplates.

**SMOKE DETECTORS/ CARBON-MONOXIDE DETECTOR (**

- A. Smoke detectors are required, one in each bedroom, one in hallway within 10 feet of every bedroom door and one per floor level.
- B. Carbon-monoxide detector is required, when burning fossil fuels and/or has an attached garage; one detector per level, installed in the hallway or room not subject to closing.
- C. Hard-wired detectors shall be interconnected with battery back-up, non-wired may be individual battery powered unit and carbon monoxide detector shall be plug-in with battery back-up

**BATHROOMS**

- A. A GFCI receptacle is required in every bathroom, all bathroom receptacles shall be GFCI protected
- B. Light fixtures/medicine cabinets may not have NON-GFCI protected outlets built into the fixture
- C. If no operable window is present, a functional exhaust fan required and must exhaust to exterior
- D. Tub/shower to be sound and have consistent waterproof surface, wall surface, no faucet leaks, drain valve functional or stopper available
- E. Toilet properly maintained, secure to floor, flushes properly and no leaks
- F. Lavatory sound and sealed surface, no faucet or drainpipe leaks, shut-off for cold and hot water
- G. Windows open and close, sills properly maintained, paint in good condition, no cracks or holes in glass with properly fitting screen

**KITCHEN**

- A. Receptacles within six feet of sink must be GFCI protected including receptacle under sink
- B. Stove exhaust fan required, working, clean, exhausted per manufacturer specifications. Light bulb protection required
- C. Sink to have a sound, sealed bowl surface, no leaks from faucets or drainpipe, shut-offs for cold and hot water
- D. Garbage disposal maintained and working properly, with direct wiring or plugged into GFCI receptacle
- E. Separate gas shut-off to all gas cooking appliances
- F. Stoves anti-tip device is required
- G. Countertop in good condition, no major chips or scratches

- H. Cabinets and doors in good condition and shall open and close properly, with no major defects
- I. Windows open and close, glass, sills maintained paint in good condition, no cracks or holes in glass with properly fitting screen

#### **UTILITY/FURNACE AREA**

- A. Visual furnace inspection, proper electric hookup, housing and ductwork good condition
- B. Visual water heater inspection, no leaks, pressure relief (TPR) valve metallic pipe within 6" of floor
- C. Washer and sump pump receptacle must be GFCI, unless single dedicated receptacle.
- D. Gas appliances, separate gas shut-offs required outside appliance and before coupling

#### **BASEMENT**

- A. All stairs (three or more risers) structurally sound, graspable full-length handrail one side,
- B. Electric wiring installed properly
- C. Junction boxes required for all wiring splices.
- D. Laundry hookup, water supply and drain in good condition, dryer vent to exterior, washer on GFCI receptacle
- E. Building waste/soil and water lines in good condition, no visible deterioration with no leaks
- F. Electrical service panel must be in good condition, accessible, no double lugging
- G. Joist and joist hangers properly installed

#### **GARAGE**

- A. Separation wall adjacent to house minimum ½ inch drywall from floor to roof deck or drywall ceiling, taped with no penetrations
- B. Door into house must be a 1¾" solid core wood door or metal door with no openings
- C. Commercially manufactured garage door properly maintained, no holes, dents, good fit, latches properly, no broken glass, good paint/finish
- D. Wiring, switches, fixtures must be in good condition and **no extension cords**
- E. All wall receptacles must be GFCI protected.
- F. Attic scuttle and/or pull-down stair required to be protected with two layers of drywall glued together on the underside

### **EXTERIOR GUIDELINES**

**ACCESSORY STRUCTURES** – Storage building properly maintained, no rot and paint in good condition

**ADDRESS** - Minimum four (4) inch Arabic numerals properly affixed and visible from the street

**AIR CONDITIONER** - Properly set, maintained and disconnect secured

**ATTIC / GABLE / ROOF VENTS** - Properly maintained, bird and rodent proof and adequate attic ventilation provided

**CARPORT** - Posts, ceiling and siding properly maintained, paint in good condition **CARPORT / GARAGE SLAB** - No open cracks or joints in excess of ½" and slabs not offset in excess of 1" **CHIMNEY AND FLUES** - Properly maintained, no peeling paint, brick and mortar sound and rain cap intact

**DOORS** - Properly maintained, paint in good condition, fit properly and lock properly, thumb turn required on all dead-bolts

**DRIVEWAY SURFACE** - Concrete surface sound, no excessive spalling, asphalt surface sound and properly maintained.

**ELECTRIC OUTLETS EXTERIOR** – All receptacles shall be GFCI protected with weather proof cover

**ELECTRIC SERVICE LINE**- Insulation not frayed, properly attached and must be a minimum of 10 feet above grade including drip loop

**EXTERIOR LIGHTING** - Properly maintained, no missing or broken globes/glass, in good working condition, one light required at each exterior door

**FENCES** - Properly maintained, properly attached, chain link fabric, wood slats, stain and paint in good condition, top rail on chain link fences

**GARAGE** - Properly maintained, paint in good condition, garage door must be operable.

**GUTTERS** - Properly maintained, properly attached, no leaks, paint in good condition

**DOWNSPOUTS / SUMP PUMPS** – Terminate inside of property line, down spout splash block

**HOSEBIB FAUCETS** - Operate properly, no leaks, sealed at wall penetration, with anti-syphon

**INSECT INFESTATION / RODENT HARBORAGE** - Free of termite, roaches, insect activity and free of rodents.

**PATIO** – Concrete slab maintained in good condition

**PORCH / DECK** - Properly maintained, slab in good condition, wood properly attached, 36" vertical guardrail spaced a maximum of 4"

**ROOF / SHINGLES / FLASHING** - Properly maintained, matching, no excessive cupping or missing shingles.

**SEPTIC SYTEM** – In good operating condition, no standing water or wet spots, no odor; testing may be required

**SIDEWALKS / WALKWAYS** – Maintained in good condition

**SOFFIT/OVERHANG** - Properly maintained, paint in good condition

**STEPS/STAIRS** - All stairs (three plus risers) structurally sound, maximum 7¾" riser, graspable full-length continuous handrail one side (34" to 38" above stair tread nosing) open stairs require vertical guards on open sides (all guards spaced a maximum of 4")

**TREES / SHRUBS / VEGETATION** - Must clear roof, siding and structure. Removal of dead trees, stumps or dangerous limbs required

**TRIM / FASCIA / SHUTTERS** - Properly maintained, properly attached and paint in good condition

**WALLS / SIDING / BRICK / FOUNDATION** - Properly maintained, paint/siding good condition, clean, no cracks, no tuck-pointing required

**WINDOWS/SCREENS** - Properly maintained, paint in good condition, no cracks, no holes in screens, operable windows require screens (including basement)

**YARD** - Free of weeds, trash, debris, proper drainage and proper ground cover, fence line free of weeds



CITY OF BYRNES MILL MISSOURI  
141 OSAGE EXECUTIVE CIRCLE  
636-677-7727

## COMMON OCCUPANCY INSPECTION ISSUES

### All Utilities Must Be Turned On

#### **Homes with Furniture**

All electrical outlets (receptacles) and windows shall be accessible at the time of inspection and the electrical service panel shall also be accessible.

**Inspection will FAIL if these items are not accessible to the inspector!**

#### **Smoke Detectors**

All dwelling units shall have Smoke detectors as follows: one in each sleeping room, one within 10 feet of all sleeping rooms and one per each level of the building.

1. Non-wired detectors may be individual battery powered unit.
2. Hard-wired detectors shall be interconnected with battery back-up.

#### **Carbon Monoxide Detector**

All dwelling units with an attached garage and/or any gas appliances or a fireplace shall install a carbon monoxide detector on each level. Where there are hard-wired interconnected detectors, a combination Smoke and Carbon Monoxide detector with battery backup shall replace the existing hallway smoke detector. Otherwise a plug-in Carbon Monoxide detector with battery backup shall be installed in the hallway or an area near the hallway not capable of being closed off by a door. All Detectors shall function properly when tested by inspector!

#### **Water Shut-off Valves**

Separate shut-off valves shall be installed on the hot and cold-water supply lines at all sinks, lavatories and toilets. Shut-off valve shall be in the same room or below the fixture in the cabinet.

#### **Ground Fault Circuit Interrupters (GFCI)**

All locations below shall have a receptacle protected with a Ground Fault Circuit Interrupter (GFCI), including two wire circuits.

1. All receptacles in a bathroom. Each bathroom requires a minimum of one GFCI receptacle
2. All receptacles within six feet of the kitchen sink and in cabinet under sink.
3. All exterior receptacles, must be provided with an in-use weatherproof cover
4. All duplex receptacles serving the washing machine and sump pump.
5. All receptacles within a garage, except ceiling receptacles.
6. Other wet locations.

**All GFCI's shall function properly when tested!**

**Circuits and Receptacles - Two-wire without ground and Three-wire with ground**

Two-prong type receptacles must be used with two-wire circuits without a ground unless a GFCI receptacle is used, the GFCI receptacle may require installation of a ground wire. Three-prong receptacles must be used with three-wire with ground circuits.

**Gas Appliance Shut-off Valves**

Separate gas shut-off valves shall be installed on gas lines adjacent to each furnace, water heater, stove, oven and clothes dryer. Shut-off valve shall be outside the appliance housing and before the coupling. Gas Fireplace Gas fireplaces require a visible gas shut-off outside of fireplace, in the same room and within 6 feet of fireplace

**Electric Service Line**

Insulation intact, not frayed and a minimum of 10 feet above grade including drip loop. Where near a deck, line must be 10 feet above the deck for a minimum of 3 feet beyond the walking surface of the deck.

**Exterior hose bibs**

Must have an backflow preventer / vacuum breaker valve