



# Occupancy Permit Information

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When you are renting property in Moscow Mills, an inspection by the City is required before an Occupancy Permit will be issued. The typical inspection takes 45 minutes to one hour depending on the size and condition of the property. A handwritten inspection checklist will be provided at the time of the inspection noting any deficiencies. The inspection is valid for 90 days from the date of the inspection.

The inspector performs a visual inspection of the premises based on general health and safety standards. Inspectors ask that pets be confined during the inspection.

The inspection is a minimum property maintenance inspection made exclusively for the use of the City in determining the compliance of the premises with general health and safety standards.

These inspections are intended to assist in protecting the health, safety, and welfare of the general public and does not replace the renter's/occupant's own obligation to be satisfied with the premises and to undertake private inspections. The City is not liable for any deficiencies or defects on the premises. An inspection should not be considered a substitute for the inspections performed by private inspection agencies which address the specific interest of a prospective renter/occupant. Neither the inspection nor the inspection report constitutes a guarantee or warranty expressed or implied regarding the present or future condition of the premises.

## **Frequently Asked Questions**

### **Why is an Occupancy Permit needed?**

One of the most important obligations that a municipality has to its residents is to protect their health, safety, and welfare. The Occupancy Permit is an effective tool designed to help the City of Moscow Mills avoid unsafe property conditions and unsightly neighborhood deterioration which ultimately have a negative effect on all property values.

### **What is the scope of the inspection?**

The inspection is limited to observations readily visible without moving or removing any item. Confined spaces such as attics and crawl spaces are not inspected.

### **How much does it cost?**

The inspection fee of \$50.00 includes the initial inspection. All subsequent inspections will be \$25.00 and must be paid at the time of scheduling.

### **When do I need a permit?**

Before a new occupant moves in.

### **When do I pay for the inspection?**

At the time of scheduling.

**What if my inspection fails the first time?**

The \$50.00 fee includes one inspection. Once you have the deficiencies fixed, call the City of Moscow Mills and schedule a reinspection. 636-356-4220. A \$25.00 fee will be required for re-inspection.

**What if there are code deficiencies?**

After the inspection, the City will provide a handwritten inspection checklist to the person requesting the inspection. If the property does not pass the initial inspection, a reinspection will be required to remedy any code deficiencies. Contact the City to schedule the reinspection time. In accordance with Missouri Law, the inspection becomes a public record and will be provided to the public upon request.

Some corrective work as a result of the inspection may require a building permit for electrical, mechanical, or plumbing work. This work must be performed by a contractor licensed to do business within the City of Moscow Mills. The occupancy permit may not be approved until such corrective work has been inspected and approved by the City.

**Will the inspector tell me that day if I pass or fail?**

Yes, you will receive a written checklist that will show if the residence passed or failed the inspection.

**How long is the inspection good for if I don't have any occupants?**

Inspections are good for 90 days.

**How do I get the Occupancy Permit once I pass the inspection?**

The owner or occupant can pick up the permit at City Hall.

**How do I schedule an inspection?**

You will need to schedule your inspection 2 business days in advance. You can do this by contacting City Hall at 636-356-4220.

**What if repairs can't be finished before the Occupant moves in?**

A temporary occupancy permit may be issued by the enforcement official if, in his/her judgment, any deficiencies would not seriously endanger the health or safety of the occupants. A signed affidavit reflecting the specific corrections to be made and stating that the owner will correct those deficiencies within thirty (30) days to bring the premises into compliance is required prior to temporary permit issuance. The prospective occupant may occupy the premises while repairs are being made and allowing any needed reinspection(s). At such time and within the period covered by the affidavit, if the premises complies an occupancy permit will be issued as provided above.

**Electrical Equipment**

- Cover plates must be present on all electrical outlets and switches
- Electrical switches and outlets must be operable
- Outlets within 6 feet of water source must be GFCI
- Lighting fixtures must be operable

**Mechanical Equipment**

- Heating unit must be operable and heat the habitable area (winter inspection only) and maintain 65° F
- Furnace must be properly vented (no holes in flue pipe & vented to outside)

**Safety**

- All exit doors must be operable
- Flammable materials must be properly stored
- Extension cords may not be used as permanent electrical connection
- Working smoke detectors must be in place
- Carbon monoxide detectors must be present when gas appliances are present
- Wood burning fireplace inspection must be completed by professional firm at occupancy if latest inspection on file is over 1 year old (does not apply to gas fireplaces). Fireplace is considered nonworking only if rendered incapable of burning with flue sealed off
- Structure must not be so dilapidated, decayed, unsafe, unsanitary, or which so utterly fails to provide amenities essential to living that they are unfit for human habitation, or are likely to cause sickness or disease so as to injure the health and general welfare of the occupants (not able to inspect due to clutter or filth, unsafe for inspector to enter)
- Space Requirements - Occupant loading limited by: (to be calculated at inspection and noted on inspection form along with listing of occupants).

**MINIMUM SPACE REQUIREMENTS**

Space*	1-2 Occupants	3-5 Occupants	6 or More Occupants
Living Room	120 sq ft	120 sq ft	150 sq ft
Dining Room**	No requirement	80 sq ft	100 sq ft
Bedrooms	Minimum of 70 square feet of floor area for 1st occupant plus additional 50 square feet for each additional occupant with a maximum of 3 occupants		
Efficiency Units	Minimum of 120 square feet of floor area for 1st occupant plus additional 100 square feet for each additional occupant with a maximum of 3 occupants		

\*All floor space calculations exclude kitchens and bathrooms

\*\*Space requirements for separate living/dining room shall comply if the total area is equal to the combined living & dining requirement.

**Sanitation**

- Clean and free from any accumulation of rubbish or garbage both interior and exterior
- No evidence of insects or rodents or other infestation. Building defects permitting entrance shall be corrected. Infestations found must be exterminated by professional means with documentation of future treatments
- Adequate trash storage facilities or approved garbage containers must be present and provided by property owner

**Walls and ceilings**

- No missing plaster/drywall/gypsum inside structure – repair or replace area for fire resistance (does not include garage)
- Waterproof surface intact in tub & shower areas

**Doors and Windows**

- Security locks functional on exterior entry doors
- Entry doors latch properly
- Windows must be free of breaks or cracks that allow moisture entry (No missing glass pieces)
- One operable window required in all sleeping rooms

**Structural**

- Exterior walls shall be maintained in sound condition and free of any condition which admits rain or excessive dampness to the interior of the building
- Roofs shall be sound, tight, and not have defects that admit rain. The condition of the roof and roofing materials is not inspected
- Floors intact with no visible missing/rotten structural components
- Structural members must not be deteriorated so as to make them incapable of carrying imposed loads
- Stairs and porches and their supports must be structurally sound. If stairs or porches are four or more steps high, they shall have handrails or railings located on one side
  - Basements and interior cellars must be free of standing water

**Plumbing fixtures**

- Every unit must contain a bathtub or shower, lavatory, operable toilet, and kitchen sink in safe working condition (operable trap, drains into sewer)
- A working hot water heater is required which is properly vented, has a relief valve and maintains a water temperature of a minimum of 110°