



Residential Occupancy Inspection Guide

This document may not cover all code requirements and it is to be used as a guideline only

For questions regarding your inspection please contact the inspector. For unresolved concerns, please contact John Plowman, Code Enforcement Supervisor at (636) 227-1385 ext. 162

Interior Guidelines

Walls/Ceilings/Floor

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

Doors/Windows/Screens

- Doors properly maintained, no holes, good fit, latch properly, open and close properly. Thumb turn required on all deadbolts. No keyed from the inside locks allowed on exterior doors
- Windows, open and close, no cracks or holes in glass, sills properly maintained, good condition
- Properly fitting screens on all operable windows, no holes or rips. Screens are required from May – October per City ordinance

Fireplace

- Provide copy of inspection from 3rd party company (not to include buyers inspector), dated within the prior 12 months, that fireplace is without defect and safe to use

Outlets/Switches/Light Fixtures

- Outlets must be in good condition and proper for grounded (3-prong) or non-grounded (2-prong) wiring system. Must be secured to the wall properly and not loose fitting.
- Switches must be in good condition and must operate a fixture, device, appliance, etc. If a switch does not operate any fixture/d

junction box need to capped off properly and a blank face plate applied over the junction box

- Light fixtures must be in good condition and bulbs properly protected from accidental breaking. LED light bulb or globes are suggested to protect from accidental breaking

Smoke Detectors/ Carbon Monoxide Detector (All detectors have expiration dates and must not be older than 10 years)

- Smoke detectors are required, one in each bedroom, one in hallway within 10 feet of every bedroom door and one per floor level.
- Carbon-monoxide detector is required, one per floor where gas appliances are in use, installed in hallway or room not subject to closing
- 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 GFCI receptacle is required in every bathroom, all bathroom receptacles shall be GFCI protected
- Light fixtures/medicine cabinets may not have NON-GFCI protected outlets built into the fixture
- If no operable window is present, a functional exhaust fan required and must exhaust to exterior
- Tub/shower surround sound and waterproof surface, wall surface, no faucet leaks, drain valve functional or stopper available
- Toilet properly maintained, secure to floor, flushes properly and no leaks
- Lavatory sound and sealed surface, no faucet or drainpipe leaks, shut-off for cold and hot water, flexible drain pipe not allowed
- Windows open and close, sills properly maintained, paint in good condition, no cracks or holes in glass with properly fitting screen
- Trim rings/ fire caulk/ fire foam required on all water and plumbing lines in order to draft stop the plumbing chaise

Kitchen

- Receptacles within six feet of water and all receptacles that serve countertops must be GFCI protected including receptacle under sink
- Stove exhaust fan required, working, clean, exhausted per manufacturer specifications. Light bulb protection required
- Sink sound, sealed bowl surface, no leaks from faucets or drainpipe, shut-offs for cold and hot water, flexible drain pipe not allowed

- Garbage disposal maintained and working properly, with direct wiring or plugged into GFCI receptacle
- Separate gas shut-off to all gas cooking appliances
- Stove anti-tip device is required
- Countertop in good condition, no major chips or scratches
- Cabinets and doors in good condition, open and close properly, no major defects
- Windows open and close, glass, sills maintained, paint in good condition, no cracks or holes in glass with properly fitting screen (when required by Manchester City Ordinance)

Utility/ Furnace Area

- Visual furnace inspection, proper electric hookup, housing and ductwork good condition, proper slope on flue. Flue must be made of galvanized steel
- Visual water heater inspection, no leaks, pressure relief (TPR) valve metallic pipe within 6" of floor, proper slope on flu
- Washer and sump pump receptacle must be GFCI, unless single dedicated receptacle.
- Gas appliances, separate gas shut-offs required outside appliance and before coupling
- All circuit breakers or fuses must be clearly labeled. All spots for breakers must be filled in either with breakers or blanks

Basement

- All stairs (three or more risers) structurally sound, graspable (Must wrap hand fully around) full length handrail one side, open stairs require vertical guards on open sides. Unfinished open basement stairs guards are allowed to be parallel to tread nosing (all guards openings spaced a maximum 4")
- Electric wiring installed properly and to code. No two romex wires are allowed to be run through the same hole. All wiring run under floor joists but be run through the joist instead. Any new wiring needs to be permitted and inspected by St. Louis County with a passing inspection before City of Manchester occupancy inspection.
- Junction boxes required for all wiring splices, except low (24v) voltage
- Laundry hookup, water supply and drain in good condition, dryer vent to exterior, washer on GFCI receptacle
- Building waste/soil and water lines in good condition, no visible deterioration/barnacles, no leaks and non-original installed with proper County permits. Flashing required to draft stop to the floor above.
- Electrical service panel must be in good condition, accessible, no double lugging and non-original installed with proper County permits
- Joist and joist hangers properly installed
- Joist to beam properly attached and secured and beam pockets grouted full.

Garage

- Separation wall adjacent to house minimum ½ inch drywall from floor to roof deck or drywall ceiling, taped with no penetrations
- Door into house must be a 1¾" solid core wood door or metal door with no openings. 20 minute rated.
- Commercially manufactured garage door properly maintained, no holes, dents, good fit, latches properly, no broken glass, good paint/finish. If manufactured to have electronic safety eyes those must work properly.
- Wiring, switches, fixtures must be in good condition and no extension cords and non-original installed with proper County permits
- All wall receptacles must be GFCI protected
- 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 with padlock or zip tie

Attic/ Gable/ Roof Vents

- Properly maintained, bird and rodent proof and adequate attic ventilation provided, proper termination height

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 sealed, no open cracks or joints in excess of ½” and no offsets in excess of 1”

Electric Outlets Exterior

- All receptacles shall be GFCI protected with a weatherproof cover

Electrical Service Line

- Insulation not frayed, properly attached and must be a minimum of 10 feet above grade including drip loop, nonoriginal installed with proper County permits

Exterior Lighting

- Properly maintained, no missing or broken globes/glass, good working condition, one light required at all 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 commercially manufactured

Gutters

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

Downspouts/ Sump Pumps

- Terminate ten feet inside of property line, can't flow onto sidewalks or street, down spout splash blocks required

Hosebib Faucets

- Operate properly, no leaks, sealed at wall penetration

Insect Infestation/ Rodent Harborage

- Free of termite, roaches, insect activity and free of rodents

Mailbox/ Post

- Maintained, straight and paint in good condition

Patio

- No open cracks or joints in excess of ½” and/or no slab offsets in excess of 1”

Porch/ Deck

- Properly maintained, slab no cracks, wood properly attached, 36” vertical guardrail spaced a maximum of 4”
- Joist hangers and lag bolts properly secured

Roof/ Shingles/ Flashing

- Properly maintained, matching, no excessive cupping or missing shingles, installed with proper permit

Sidewalks/ Walkways

- No open cracks or joints in excess of ½” and slabs not offset in excess of 1”

Soffit/ Overhang

- Properly maintained, paint in good condition

Steps/ Stairs

- All stairs (three plus risers) structurally sound, maximum 7¾” riser, graspable (Must wrap hand fully around) 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 (no branches touching the structure).
- Removal of dead trees, stumps or dangerous limbs required. All removed trees must be in accordance with the City of Manchester’s ordinance for tree removal.

Trim/ Fascia/ Shutters

- Properly maintained, properly attached and paint in good condition

Walls/ Siding/ Foundation

- Properly maintained, paint/siding good condition, clean, no cracks, no tuck-pointing

- If cracks are found in foundation a 3rd party licensed foundation company inspection may be required to verify the structural integrity of the walls and ensure cracks do not pose any problems

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

Common Occupancy Inspection Issues

ALL UTILITIES MUST BE TURNED ON

Homes with Furniture

- All electrical outlets (receptacles) and the electrical service panel need to be accessible for the inspector

Smoke Detectors

- All residences shall have smoke detectors as follows:
 1. One in each sleeping room
 2. One within 10' of all the sleeping rooms
 3. One per each level of the residence
- Non-wired smoke detectors may be individually battery operated
- Hard-wired smoke detectors shall be interconnected and have a battery back up
- All Detectors have an Expiration Date, Detectors must be current
- All Detectors shall function properly when tested during inspection

Carbon Monoxide Detector

- All dwelling units with any gas appliances or a fireplace shall install a carbon monoxide detector on the main level and basement 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. Carbon Monoxide detector powered by battery or a plug-in with battery backup shall be installed in the hallway or an area in the vicinity of the hallway not capable of being closed off by a door.
- All Detectors have an Expiration Date, Detectors must be current
- All Detectors shall function properly when during inspection

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.

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.

Electrical 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.