

WHO NEEDS AN INSPECTION?

If you are renting or purchasing property in Winfield, an inspection by a City Inspector is required before an Occupancy Permit will be issued. You can obtain an application for a Occupancy Permit and Inspection at City Hall.

These inspections are intended to assist in protecting the health, safety and welfare of the general public. Neither the inspection nor the inspection report constitutes a guarantee or warranty expressed or implied regarding the present or future condition of the unit or the premises.

HOW MUCH DOES IT COST?

The inspection fees are as follows: \$50 for single-family; for multi-family (apartments, condominiums or buildings with three or more dwelling units). Cash or check is accepted. The application form can be obtained from City Hall located at 51 Harry’s Way. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. The fee must be prepaid and includes the initial inspection and one re-inspection. Additional inspections will be \$25.00 each.

HOW LONG IS THE INSPECTION VALID?

The inspection is valid for 6 months from the date of inspection *or* the change of occupancy.

WHAT IF THERE ARE CODE DEFICIENCIES?

The City Inspector may leave a copy of the failed inspection report on the premises. In accordance with Missouri Law, the inspection report becomes a public record and will be provided to the public upon request for a cost.

When the problems are remedied, the requester will need to contact City Hall for a re-inspection at 636-668-8100. The inspector may grant a 10 day temporary occupancy. If repairs are not corrected by the end of the 10 days, a citation may be issued.

WHO CAN I CALL FOR MORE NFORMATION?

Call City Hall or the Building Department at 636-668-8100 ext. 300, Monday through Friday, 8:00 a.m. to 4:00 p.m.

WHAT IS THE SCOPE OF THE INSPECTION?

- The Inspection is a minimum property maintenance inspection made exclusively for the use of the City in determining the premises’ compliance with the City’s Property Maintenance Code for occupancy.
- 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. Furnishings are not moved. Concealed, internal or hidden damage or defects may not be observed.
- The operation of the heating, air conditioning and systems are not checked.
- The roof and roofing materials are inspected from ground level only.
- The electrical service panel cover is not removed but the panel is checked for overall condition and labeling of breakers or fuses.

WHAT NUMBER OF OCCUPANTS IS ALLOWED?

A residential dwelling is limited to the number of occupants by the following two conditions:

Minimum Area Requirements			
Space	Minimum Area in Square Feet		
	1-2 People	3-5 People	6 + People
Living Room*	No Requirements	120	150
Dining Room*	No Requirements	80	100
* May be combined			

For Each Sleeping Room	
Area of Room In Square Feet	# of Persons
Less than 70 or any kitchen, hall or public space	May not be used as a sleeping room
70 to 99	1 occupant
100-149	2 occupants
150-199	3 occupants
200 or more	4 occupants plus 1 for each 50 sq ft.
Sleeping rooms must have proper emergency egress and smoke detectors	



Residential Occupancy Inspections

City of Winfield, Missouri
51 Harry’s Way
Winfield, MO 63389
(636) 668-8100

WHAT DO INSPECTORS LOOK FOR?

The Inspector performs a visual inspection of the premises based on the City’s Property Maintenance Code. The Inspector then issues a report detailing code violations which require correction prior to the issuance of an occupancy Permit. The following is a ***partial*** list of the more common items which are included in the inspection:

EXTERIOR PREMISES

- General Sanitation - No accumulation of rubbish, garbage, tree limbs or yard waste
- Drainage - No stagnant water or blocking of drainage course
- Driveways/Sidewalks - Good repair
- Weeds/Dead Trees/Dead & Dangerous Limbs - Cut and remove
- Rodent Infestation – Remove
- Exhaust Vents to Outside - Good repair
- Sheds, Garages, Fences, Retaining Walls, Swimming Pools - Good repair, safe condition and permitted by code
- Unlicensed Motor Vehicles/Trailers - License or remove

EXTERIOR STRUCTURE

- Exterior Structure - Good repair, structurally sound, sanitary
- Exterior Painting - no peeling, flaking, chipped paint or bare wood
- Street Numbers – (On the House or both sides of the Mailbox)
 - Must be 4" high minimum on house, 3” high minimum on mailbox
 - Must be easily visible from the street (contrasting colors)
- Foundation Walls - Plumb, fill, or repair cracks and breaks
- Exterior Walls - No holes, breaks, loose or rotting material; weather-proofed and properly coated
- Roof- Tight, sound, does not admit rain, clear of limbs, branches
- Decorative Features - Good repair/safe condition
- Overhangs (canopies, awnings, etc.) – Good repair, safe condition
- Chimneys- Good repair, safe condition

- Handrails- Firmly fastened, good condition
- Gutters/downspouts - good repair, free from obstructions
- Windows and Door Frames - Good repair, weather tight glazing, crack and hole free, operable windows capable of holding in open position with provided hardware
- Insect Screens - Properly maintained and in place
- Doors and Hardware - Good repair, operable

INTERIOR STRUCTURE

- Interior Structure - Good repair, structurally sound, sanitary condition
- Structural Integrity - All structural members
- Interior Surfaces - Good, clean, sanitary condition, no peeling paint, cracked or loose plaster, damaged wood, mold, etc.
- Stairs and Railings - Good repair
- Handrails and Guardrails - Good repair
- Rubbish and Garbage - No accumulation
- Insect and Rat Infestation – Extermination required if found
- Bathroom Ventilation - All bathrooms shall have an operable window or a mechanical ventilation system.

PLUMBING

- Plumbing Fixtures, Pipes, and System – Working order, free from leaks or defects, maintained as safe, sanitary and functional; properly installed and maintained (properly trapped, vented)
- Reduced pressure principal backflow preventer required for lawn sprinkler systems.
- Pressure Reducing Valve in place
- Water heater pressure and temperature relief valve in place with pipe extended 2”-4” from floor

ELECTRICAL AND MECHANICAL

- Heat Supply - Required in good repair, safe condition
- Mechanical Equipment and Fireplaces – Properly installed, safe condition
- Fuel Burning Equipment - Good repair, safe condition, properly installed, properly connected to chimney or vent
 - Garage installations require proper fire protection and adequate combustion air

- Mechanical Safety Controls –
 - Working Condition
 - Gas shut-off adjacent to appliances
- Minimum Electrical Service - 60 amp, 3 wire
- Electrical service and systems - Hazardous conditions must be corrected such as:
 - Low hanging electrical wires - when grade has been elevated or structure (fence, pool, shed) is under wire, then wire must be raised or relocated
 - Improper wiring or installation
- Deterioration or damage to wiring, fuses, panel, etc.
- Flush or semi-flush mounted floor receptacle outlets, unless provided with an approved listed cover
- Extension cords for other than short-term, temporary use
- Lamp cord used as permanent wiring
- Conductor supported pendant switches or conductor supported pendant lighting fixtures
- Loose, hanging, frayed or bare wires
- Open terminal fixtures are prohibited
- Outlets used in laundry rooms should have one grounded receptacle or a GFI.
- Grounded-type receptacles which are improperly or inadequately grounded
- Garage door openers must have receptacle within three feet, (no extension cords or plug adaptors) or properly hard-wired
- Minimum of two electrical outlets required in each habitable room
- Minimum of one outlet per bathroom, outlet shall have ground fault circuit interrupter protection.
- Light fixture required in halls, stairways, water closets, bathrooms, laundry rooms, and furnace rooms

SAFETY ITEMS

- Handrails – Four risers or more, shall have handrail on one side, 34" to 42" above tread (except in yard areas which are not part of the egress to a structure).
- Guardrails - Stairs, landings, decks, balconies, or any walking surface over 30" above-grade shall have guardrails with intermediates. Guards shall be 36” minimum height.
- Swimming Pool Guards/Fences –
 - Fence and gate - Good repair and working order
 - Minimum 48" fence height

- Gates - Self-latching, self-closing, with latch 48" above-ground on pool side or 3” from highest point on gate
- Overhead power lines must be at least 10-feet horizontal from the edge of the pool and
- 22.5 feet in any direction of the water’s edge.
- Doors - Lock must be operable from egress side without key or special knowledge
- Emergency Escape - Sleeping rooms must have operable window or exterior door
- Fire Resistance Ratings - Must be maintained; no penetrations in fire rated walls unless penetration is fire rated
- Attached Garages – The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained
- Smoke Detectors - In each sleeping room within 3 feet of the door or per manufacturer’s installation instructions, in the immediate vicinity of sleeping rooms and with a minimum of one on every story including basements.
- Carbon Monoxide Detectors – One is required if unit has gas supplied appliances, wood burning fireplaces, or an attached garage.

WHAT TO EXPECT DURING THE INSPECTION:

- The typical inspection will take 30 minutes to 1 hour depending upon the size and condition of the property.
- You are welcome to go with the inspector if you wish.
- The inspector will be happy to answer your questions, time permitting.
- A written report will be issued at the time of the inspection or within 48 hours of the inspection. If the inspection passes, the Occupancy Certificate will also be issued to the occupant.