

## After City Approval

### Residential Occupancy Permits

Once a Certificate of Compliance is received, the owner/occupant may apply for an Occupancy permit.

The owner/occupant must complete a residential occupancy permit application at the permit counter at City Hall located at #1 Weis Avenue, Ellisville, MO 63011.

A \$25 permit fee payable to the City of Ellisville must accompany the residential occupancy permit application.

Be sure to contact Metro West Fire District for an occupancy inspection. Metro West Fire District is located at 17065 Manchester Road. They can be reached at:

Phone: 636-458-2100

Fax: 636-458-2199

[www.metrowest-fire.org](http://www.metrowest-fire.org)

In the event you intend to use an outside portable on demand storage unit (POD), or similar unit, for personal property a temporary exterior storage permit is required to be acquired from the City of Ellisville.

If you have any questions, please contact the City of Ellisville Engineering Department.

City of Ellisville  
#1 Weis Avenue  
Ellisville, MO 63011  
Phone: (636)227-9660  
Fax: (636)227-9486  
[www.ellisville.mo.us](http://www.ellisville.mo.us)

### Tips

- 1) Smoke detectors are required in each bedroom.
- 2) Carbon monoxide detectors are required outside the area of each sleeping room.
- 3) Escutcheons or flanges are required around water or waste lines at walls.
- 4) House address numbers must be at least 4 inches in size.
- 5) Work completed without a permit (i.e. deck or basement finish) will require permits to be obtained. It will also require conformance to current code requirements.
- 6) GFCI protection is required adjacent to kitchen and bathroom sinks and for exterior receptacles. If the receptacles are not on a GFI breaker, provide GFI receptacles.
- 7) Every flight of stairs, interior and exterior, having more than 4 risers, and every porch more than 30 inches above the ground, must have hand rails and guards.
- 8) All deadbolt locks must be operated by a thumb turn from the interior side of the residence. Deadbolts requiring the use of a key, from the interior, are not acceptable.
- 9) The number of occupants allowed in a bedroom is determined on the basis of bedroom space. A maximum of one occupant is allowed in a bedroom of 70 square feet, a maximum of two occupants are allowed in a bedroom of 120 square feet. Every bedroom must have access to a toilet without walking through another bedroom. Living rooms, dining rooms and kitchens cannot be used as bedrooms. Bedrooms in basements are not allowed unless there is an alternate exit besides the stairs.
- 10) Clothes dryers must be vented to the exterior, according to the manufacturers' installation instructions.
- 11) Double deadbolt locks are not permitted on egress doors.

## Residential Occupancy Inspections & Permits



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Ellisville, MO 63011  
Phone: (636)227-9660  
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February 2020

## Residential Occupancy Inspections & Permits

**A** residential occupancy inspection and permit are required for all new owner and renter occupants.

### Residential Occupancy Inspections

Prior to being able to make application for occupancy the owner/occupant must schedule a residential occupancy inspection.

First, complete a residential housing inspection application at the permit counter at City Hall located at #1 Weis Avenue, Ellisville, MO 63011 and schedule an inspection.

The fee is based upon the square footage of the residence exclusive of an unfinished basement and garage. The fee is \$60.00 for 2500 sq ft or less, Over 2500 sq. ft., add 4.00 per 100 square foot or part thereof. with a \$60 minimum charge. The fee includes 1 re-inspection. Additional re-inspections are \$60 per inspection.

The City Inspector will inspect the residence for many items including, but not limited to;

#### *Exterior*

Siding, fascia, trim, roof, vent, flue caps, driveways, walks, deck rails, stairs, porch, railings, chimney, accessory structures, hose bibs, yard debris and dead trees

#### *Foyer/Stairway*

Wall, ceiling, closet, doors, stairs and railings

#### *Living Room*

Wall, ceiling, floor, windows and electrical

#### *Bathroom*

Wall, ceiling, floor, vent fan, electrical, and plumbing

#### *Family Room*

Wall, ceiling, windows, doors, wet bar, and fireplace

#### *Kitchen*

Wall, ceiling, floor, windows, doors, electrical, plumbing, disposal, dishwasher, range hood, and oven/stove

#### *Bedroom*

Wall, ceiling, floor, closet, doors, electrical, and smoke detector

#### *Hallway*

Wall, ceiling, floor, closet, doors, electrical, and smoke detector (CO detector if there is fossil fuel equipment or an attached garage)

#### *Garage*

Wall, ceiling, floor, overhead door, opener, electrical, firewall door, and trash/flammables

#### *Basement*

Wall, ceiling, floor, stairs, railings, windows, electrical, furnace, flue, water heater, sump pump, bathroom vent, bathroom plumbing, bedroom exit, and smoke detector

#### *Swimming Pool*

Electrical, fence, gate, sanitary, overhead

electric, drainage, cross connection

Once the inspection is complete and all of the deficiencies are rectified a Certificate of Compliance is issued to the owner/occupant.

### **NOTES:**

- ⇒ In the event a house is sold "As Is," the owner/occupant must post a minimum \$500 escrow (assuming there are deficiencies) with the City to guarantee that the deficiencies found during the inspection are completed prior to a Certificate of Compliance or occupancy permit being issued. The escrow amount will be determined after the submittal of the cost of repairs. The escrow must be put up by the person in control of the property which would be the buyer or new owner. An escrow set up with a title company is not acceptable. When the deficiencies are corrected and approved by the city the escrow amount will be returned to the individual that submitted it.
- ⇒ In the event an Occupancy Permit is being requested so the new owners can gain occupancy all interior violations and exterior hazardous violations are to be corrected. The escrow required would be for any non-hazardous violations (i.e. painting, tuck-pointing, concrete work, etc.)
- ⇒ A Certificate of Compliance is required prior to issuance of an Occupancy permit. Please see occupancy permit information within this brochure.
- ⇒ Additional escrow money may be required by the City when deficient items include unpaved driveways or other major expense items.