

CITY OF MOLINE ACRES
DEPARTMENT OF PUBLIC WORKS

Permit# _____

Date: ____ - ____ - ____

Expires ____ - ____ - ____

Fee: \$95.00

PER ORDINANCE #921

PROPERTY REGISTRATION INSPECTION
FOR RESIDENTIAL & COMMERCIAL PROPERTIES

(PLEASE CHECK ALL THAT APPLY)

Residential Property: _____

Commercial Property: _____

Vacant: _____

Occupied: _____

Renting: _____

For Sale: _____

PLEASE PRINT

FILL OUT COMPLETELY

Owner's Name: _____ Phone #: () ____ - ____

Owner's Address: _____ City _____ Zip Code: _____

Property Address: _____ Zip Code: _____

Total # of Rooms (Entire House) _____ Total # of Bedrooms _____ Total # of Baths _____

Basement: ___yes ___no Heat Type: _____ Central Air: ___yes ___no

Type of Construction: _____ Garage: _____ Carport: _____

Emergency Contact Person: _____ Phone #: () ____ - ____

THIS REQUEST HAS BEEN APPROVED BY THE CITY OF MOLINE ACRES. THIS PERMIT WILL BE REVOKED IF THE APPLICANT IS FOUND NOT TO BE IN COMPLIANCE WITH THE CITY OF MOLINE ACRES.

I understand the terms and conditions listed in the above box and have read the additional information that was attached to the application and was handed to me. By signing below, I am agreeing that the information is true and as the owner/and or their agent or designee of this property will comply with all of the city's ordinances or a summons to court will be issued to me.

Applicant's Signature

Date

City Personnel Signature

Date

-----FOR OFFICE USE ONLY-----

Inspection Date: ____/____/____

Inspection Time: ____:____ am/pm

**CHANGE
IN OCCUPANCY FOR
RESIDENTIAL & COMMERCIAL PROPERTIES**

**INSPECTION
REQUIRED**

(Please read all literature before applying for inspection)

The City of Moline Acres City Inspector is required to make an inspection and/or re-inspection on all residential and commercial properties for which there is a proposed change in occupancy and /or ownership before any work can be performed on property. The initial inspection must be done before leasing, renting and/or selling any real property within City limits under Ord. No. 921 section 500.120. Commercial properties must follow the necessary procedures before an inspection can be done on property. After a business has been approved then an inspection can be performed on a commercial property. An inspection report shall be written by the City Inspector for compliance or violations on residential and commercial properties .A copy will be issued to the owner. The necessary permits needed to pass inspection will be listed on copy provided. The cost for the initial inspection is \$95.00 which includes one re-inspection. There will be a \$35.00 fee for any residential occupancy re-inspections and /or a \$60 fee for commercial occupancy re-inspections performed for here after.

Occupancy permit inspections are valid for 6 months. A residence can only remain vacant for 6 months after an approved inspection before owner is to pay for new inspection. You are responsible to keep track of expiration dates. If your inspection expires you WILL have to pay for initial inspection and start the process over.

As for Commercial occupancy permit inspections are valid for 6 months. A business can only remain vacant for 3 months after an approved inspection before owner is to pay for new inspection.

OWNERS/LANDLORDS AND OR AGENTS WILL BE ALLOWED ONLY 30 DAYS TO COME IN COMPLIANCE WITH INSPECTIONS AND PERMITS IF IN VIOLATION OF OCCUPYING A RESIDENCE AND OR BUSINESS WITHOUT AN APPROVED INSPECTION.

The owner of the property to be inspected must fill out the application and provide a valid driver's license in order to schedule an inspection. If an agent and/or designee fill out this inspection form representing the owner, they are agreeing to be responsible for the property and all summonses if in violation will be issued to the signed applicant. A fine and/or summons will be issued to any persons in violation of Ordinance.

City of Moline Acres
2449 Chambers Rd.
St. Louis, MO 63136
314-868-2433 x700

To: Previous or Potential Homeowner

Re: Basic Procedures for Occupancy Inspections for Residential and Commercial

Before renting, selling or leasing your home, you **must** obtain a housing inspection from the City. Commercial properties are to obtain inspection after purchase of property. Also prior to approval, you may need the necessary permits to pass inspection.

ELECTRICAL BUILDING PLUMBING DEMOLITION MECHANICAL EXCAVATION

ALL CONTRACTORS MUST BE LICENSED IN ST. LOUIS COUNTY

**except for Building, Demolition, and Excavation*

- When a home and/or business is inspected by the City Inspector, we look for certain code violations in electrical, plumbing, mechanical and building in general. We utilize the St. Louis County guidelines and B.O.C.A guidelines; which we have adopted to perform our inspections. Our inspections are to observe any code violations at that time.
- We inspect the plumbing in the kitchen, bathrooms and basement areas. This entails the water supply line conditions and the soil stack for any unapproved connections or saddles that are not the original part of the stack or for any leakage at the stack (brown lines or knots).
- Incoming water supply lines require a backflow pressure regulator.
- All electrical work of the entire building is inspected to ensure that it meets code and that each room has at least 2 or 3 working wall outlets. A GFCI (ground fault circuit interrupter) is required within six (6) feet of the sinks in the kitchen, bathrooms, and basement and laundry areas. There are other locations specified if there are outlets in those areas. Other areas include the garage or the exterior of the home. These outlets are required to meet code as well.
- The conditions of the furnaces are inspected to ensure that they have a shut off valve at their gas supply line connections and the hot water tanks have die-electric union connections at the water supply lines and that the overflow tube at the discharge T & P valve is six (6) inches above the floor.
- The general condition of the building interior and exterior, walls, ceiling and floors all come under the minimum property standards guidelines and should be in a good and finished condition.

These inspections are not a performance, certification or guarantee inspection.