



## Occupancy Inspection Required Items

(International Building Code 2018)

(Effective January 1, 2018)

1. Occupancy inspection to be done **BEFORE** moving into residence. House should be vacant.
2. Following items must be located and marked by Owner/Tenant **BEFORE** Occupancy Inspection:
  - **An approved sewer clean out accessible to plumber, tenant or homeowner (inspectors will not search for this, causing occupancy inspection to fail).**
  - **An approved water service cut off on customer side of water meter (inspectors will not search for this, causing occupancy inspection to fail).**
3. When **ALL** of the listed items on these 2 pages are complete, contact Code Enforcement at (254) 729-3293, ext. 2 or in person at 317 W. Navasota St. and schedule an occupancy inspection appointment. Someone will need to be present for the inspection.
4. If electric and/or gas service *is not active*, please inform Code Enforcement when scheduling the occupancy inspection that an electrical and/or gas inspection is needed. There is a \$30.00 charge for each needed utility inspection performed by the City of Groesbeck. Must pass inspection by City of Groesbeck before utility company will turn on the appropriate utility service.
5. **ALL** inspected items **must pass the occupancy inspection before water service will be released**.
6. There is no charge for the INITIAL occupancy inspection. Should the INITIAL occupancy inspection fail, one follow-up inspection is allowed at no charge and it will be scheduled on the NEXT AVAILABLE INSPECTION DAY; **the 3rd and any subsequent follow-up inspections will require advance payment of \$30 each time and inspections will be scheduled on the NEXT AVAILABLE INSPECTION DAY; (NO EXCEPTIONS!).**

- House or living space shall be a minimum of 600 sq. feet.**
- An approved sewer cleanout that is accessible to plumber, tenant, homeowner or city employee(s).
- An approved water service cut-off on the customer's side of the water meter (*preferably at water meter*).
- ALL walls need to be visible – if there are contents in house, move everything away from the walls.
- 911 address (house address) must be posted on house and/or mail box (white, min. 3-1/2" or larger #'s).
- Non-key deadbolt locks on inside of ALL egress (entry & exit) doors.
- Type ABC fire extinguisher in kitchen (5 lb recommended) for residence.
- Electrical service entrance needs to be up to code (weatherhead, etc.). (*a licensed electrician may be required*).
- 8' copper (1/2" to 5/8" diam) ground rod at electrical service entrance driven into ground with 3" MAX. above ground.
- GFCI outlet in kitchen sink area(s).
- GFCI outlet in bathroom sink area(s).
- GFCI outlet in utility room (outlet closest to washing machine).
- Cover plates on ALL electrical switches and outlets.

**Smoke detector(s):**

- **NO SMOKE DETECTORS ARE ALLOWED IN KITCHENS.** If existing, it must be removed.
- Smoke detectors are to be located within three feet (3') on the outside of bathroom door(s).
- Are **ALSO** to be located on the outside **and** within 10 feet (10') of bedroom doors(s). (ie: in hallways)
- Smoke detectors are **ALSO** to be located in each bedroom on wall above or near door frame.
- Check smoke detectors to make sure batteries are working (**DO NOT install on ceilings**). (**EXCEPTION:** smoke detectors can be installed on ceiling **ONLY IF HARD WIRED INTO ELECTRICAL SYSTEM**).

**Carbon monoxide detector(s):**

- Carbon monoxide detectors are to be located on wall within ten feet (10') on outside of bedroom(s) if there is gas service available and/or an enclosed garage (**DO NOT install on ceilings**).
- Another carbon monoxide detector is required inside the house near or over the door frame leading to garage if there is an enclosed, attached garage (**DO NOT install on ceilings**).

Gas valve jets, not in use, need to be turned off and capped.

When gas inspections are to be performed, make sure all items using gas are turned off and all unused gas valves are also turned off AND capped.

**Water heater(s):**

- If located in garage, whether gas or electric, it needs to be moved 18" up from floor level. Need to replace copper gas line tubing with a new flex line (***a licensed plumber & plumbing permit IS required***).
- Needs to be up to code, cover plate needs to be over wiring and proper size 3/4" line needs to be on pressure release valve. Water heater also needs to be vented (***a licensed plumber may be required***).
- Water heaters located in a bedroom or bathroom, **MUST** meet venting requirements otherwise water heater may need to be relocated. This will be determined by the inspector at time of inspection (***a licensed plumber may be required***).
- Isolation valve on water heater required (this valve turns water off to **only** the water heater).

No broken windows.

No leaks in the roof.

Handrail required for 4 or more steps.

Vacuum breaker on EACH outside water faucet.

All skirting must be secure around perimeter of home (*if applicable*).

No trash and debris in or around home, building or lot.

Grass in yard must be kept under 12" tall per city ordinance.

**Bring lease agreement and photo ID to customer service dept. at 402 W. Navasota St. to obtain water service after location has passed the occupancy inspection. An adult, 18 or over, must be present at location when water service is turned on.**

**ADDITIONAL INFORMATION FOR COMMERCIAL OCCUPANCY INSPECTIONS**

Type ABC fire extinguisher in kitchen (5 lb. minimum) for commercial business.

Exit signs for commercial businesses (lighted or glow in the dark).