



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 below 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 clean out accessible to plumber, tenant or homeowner.
- An approved water service cut off on customer side of 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 (4" white numbers).
- 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*).
- GFCI outlet in kitchen sink area(s).
- GFCI outlet in bathroom sink area(s).
- Cover plates on ALL electrical switches and outlets.

- Smoke detectors:
 - **NO SMOKE DETECTORS ARE ALLOWED IN KITCHENS.** If existing, it must be removed.
 - To be located within three feet (3') on the outside of bathroom door(s).
 - Are to be located on the outside and within 10 feet (10') of bedroom doors(s). (ie: in hallways)
 - Located in each bedroom on wall above or near door frame.
 - Check to make sure batteries are working (**DO NOT install on ceilings**). (**EXCEPTION:** can be installed on ceiling ONLY IF HARD WIRED INTO ELECTRICAL SYSTEM).
- Carbon monoxide detectors:
 - 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 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.
- Hot water heater:
 - 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 & permit IS required**).
 - Needs to be up to code, cover plate needs to be over wiring and proper size ¾" line needs to be on pressure release valve. Water heater also needs to be vented (*a licensed plumber may be required*).
 - If located in a bedroom or bathroom MUST meet venting requirements otherwise 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 hot water heater required (this valve turns water off to **only** the hot water heater).
- Vacuum breaker on EACH outside water faucet.
- No broken windows.
- All skirting must be secure around perimeter of home (*if applicable*).
- No leaks in the roof.
- No trash and debris in or around home, building or lot.
- 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).