



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!**).

- 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.

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).