



HOME FUND Inspection Process

The City of Wentzville will provide inspection services as required by HUD for the acquisition of properties using HOME funds. Recipients will be expected to follow these steps to assure inspection in a timely manner.

Procedures:

1. Buyer or seller may secure the inspection approval however the inspection will only be valid for 90 days.
2. Customers must contact the City of Wentzville Public Works Department and fill out an application for occupancy. The fee for occupancy permit application is \$35.00.
3. The recipient will also be required to pay for a water deposit in the amount of \$50.00 to have the water turned on and the trash service started.
4. Buyer may request an inspection date at this time.
5. Inspection premises must be unlocked and a responsible party must be present. Inspections will be based upon the International Property Maintenance Code per the attached list.
6. Customer will receive either a field correction notice stating the deficiencies or approval delivered on site.
7. If violations exist, the customer will have 7 days to make corrections. An extension may be granted by contacting the building commissioner. All reinspections shall be scheduled within 24 hours of the desired date and time.
8. If after the reinspection violations still exist, a \$50.00 fee will be charged to the owner.

Residential Occupancy Checklist

The following list of items will be checked on a residential occupancy inspection (including HOME fund inspection). This list is not all-inclusive, but is meant to be a helpful guide and applies to most residences. If you have any questions, please contact 636-327-5102. Inspection criteria is based upon the 1999 International Property Maintenance Code.

Exterior

- Grade flows away from house
- Exterior walls and windows are in sound condition
- Guttering and downspouts in sound condition and functional
- Address posted
- Grassy areas are maintained (no erosion)
- Fences are in sound condition
- Utilities are attached correctly to the dwelling
- Sidewalks, driveways and porches are maintained
- Roof in sound condition, free from loose or deteriorated shingles
- Soffits and fascia are maintained
- Any dead trees removed
- Screens in place from April 15 to November 15
- Exterior lighting in place and functioning properly
- Exterior paint is in sound condition without peeling or flaking
- No debris, rubbish or trash on site



Interior

- Electric systems are properly maintained-includes lighting, receptacles, smoke detectors, electric panel grounded, required receptacles for bathroom and laundry, two receptacles per room (minimum)
- HVAC systems function properly-inspection by qualified technician or utility company, water heater and furnace are required
- Plumbing systems work properly with no leaks and no illegal waste connections i.e. mechanical vents, laundry drains to floor drains, indirect waste
- Windows operate and no panes of glass are broken
- Handrails for stair in place
- No evidence of termite damage
- No evidence of water damage to roofs, walls, basement
- No evidence of rat or insect infestation
- Foundation walls are in sound condition
- Floor finish properly maintained, no sub-floor or tripping hazards
- Structural members are free from deterioration
- Structural integrity of the building maintained-walls, floors and ceilings
- Chimneys in proper working order, free of breaks and cracks
- All interior walls in good condition, no holes or cracked surfaces, Visual Lead Assessment Performed
- Required facilities provided such as kitchen sink, lavatory, toilet, tub/shower etc.
- Check for overcrowding- Review number of people occupying home
- Minimum ceiling heights -7'0" in habitable areas, 6'6" under beams, girders, ductwork, etc.
- Clothes dryer exhaust
- Basement bedroom access/egress per building code
- Deadbolts unlocked by way of a key on the inside of egress doors are not permitted

