

OCCUPANCY INSPECTION

If you are planning to sell or rent your home or apartment, it must be inspected and all cited violations be corrected before there is a change in occupancy. Ballwin recommends that this inspection be done when the dwelling is initially listed for sale or rent in order to allow sufficient time to correct any violations that may be identified.

To arrange for the inspection, apply at the Ballwin Government Center, Monday-Friday, 8:00 am–5:00 pm., or by fax or email. There is a charge of \$125 for this inspection, which must be paid before the inspection is scheduled. The inspection fee includes the initial inspection and one reinspection. If any cited violations are not corrected at the time of the first reinspection, another reinspection must be scheduled. A \$25 fee will be charged for the second and all subsequent reinspections.

The inspection will include an examination of the building/dwelling unit’s conditions and facilities in accordance with the 2015 International Property Maintenance Code and the Ballwin Housing Code (Chapter 13 of the Ballwin Code of Ordinances). General highlights of these provisions of Chapter 13 are included in this pamphlet, but Ballwin recommends property owners review the Housing Code in detail to fully understand the scope of the inspection.

If the property fails the inspection, a copy of the inspection report outlining the deficiencies is provided. Inspection approval can be issued only after the completion of the necessary corrective work. Once an inspection is approved, it is valid for one year from the issue date or until an *Occupancy Permit* is issued on it.

Every deficiency cited in an occupancy inspection is a code violation. The property owner is responsible for correcting all violations identified in the inspection, even if the owner elects not to sell the house or permit a change in occupancy.



OCCUPANCY PERMIT

If you are planning to occupy a dwelling in Ballwin, whether you are purchasing or renting, you must secure an *Occupancy Permit*. This may be done by applying at the Ballwin Government Center, Monday-Friday, 8:00 am–5:00 pm., or by fax or email. There is no fee for the Occupancy Permit.

The *Occupancy Permit* helps Ballwin ensure that the number of people occupying a dwelling unit does not exceed the space limitation requirement of the Housing Code.

Before a new resident can obtain an *Occupancy Permit*, an approved inspection of the property is required.

A visual inspection of every dwelling unit is necessary before an Occupancy Permit can be issued, or a new occupant is allowed to move in. The inspections conducted pursuant to the 2015 International Property Maintenance Code and the Housing Ordinance are visual only. Ballwin does not inspect crawlspaces, attics, or other similar areas that are not readily accessible. Ballwin does not disassemble any equipment or remove the covers of electrical boxes as a part of its inspection.

The City of Ballwin does not make any guarantee or warranty as to the conditions of the buildings inspected, nor does the City assume any liability in association with the inspection.

If a more thorough inspection that includes spaces and devices not included in Ballwin’s inspection is wanted, it is recommended that a private inspection be considered.

HOW DOES THE HOUSING CODE MAINTAIN NEIGHBORHOOD STANDARDS AND COMMUNITY VALUES?

Ballwin’s occupancy program has been designed to maintain a quality-built environment. All structures in the City are subject to periodic inspection to assure that standards of construction and maintenance are preserved.

In addition, every housing unit to be purchased or rented is subject to inspection before it can be occupied. An approved inspection is issued when the building meets City standards as a sound and safe building. Building Permits are required for new construction, alterations, replacements, etc.

Experienced City Inspectors check for compliance with the standards of the 2015 International Property Maintenance Code and the Ballwin Housing Code. These *MINIMUM* standards are deemed necessary to preserve the health, safety, and general welfare of residents.

Some of the more important features of the Housing Code are listed in this pamphlet so that citizens will understand the purpose of the occupancy program. Homeowners interested in good maintenance may also find these examples useful in evaluating the condition of their property.

OTHER AGENCIES THAT MAY REQUIRE INSPECTIONS

METRO WEST  
FIRE PROTECTION DISTRICT  
(636) 458-2100



CODE ENFORCEMENT DEPARTMENT  
1 Government Ctr  
Ballwin, Missouri 63011  
(636) 227-2129  
Fax: 636-207-2360  
inspections@ballwin.mo.us  
www.ballwin.mo.us

HOUSING CODE



PROTECTING

Your Health and Safety

MAINTAINING

Your City, Neighborhood,  
And Your Home

ASSURING

The long-term value of your investment  
and the viability of your community



# EXAMPLES OF BALLWIN HOUSING CODE REQUIREMENTS



**ELECTRICAL FACILITIES** must comply with the National Electrical Code, and be adequate for the number and types of appliances now in common use in most homes in order to prevent electrical fires. Sixty ampere service is the minimum size service permitted and 100 ampere or more is recommended. Enough circuits should be provided to prevent overloading when a number of appliances are in operation. Every habitable room must have at least two separate outlets. In addition, properly grounded outlets are required in laundry areas and recommended in kitchens and bathrooms. All outlets must be properly wired. Garbage disposals must have a romex connector on the disposal wiring. All electrical panels must be free of voids or openings, which allow access to its interior. Service entry cable must be water tight and in good condition. Temporary repairs such as taping or coatings are not acceptable. Cables must be replaced if deterioration is noted. This repair may necessitate the replacement of the main electric panel.

**HEATING FACILITIES:** Every dwelling unit must be provided with heating facilities which are capable of safely and adequately heating all habitable rooms. Furnaces and flues must be securely installed and have proper clearance from combustible materials. Proper combustion air must be provided to the utility area. All gas line connections must be made with approved piping and have a shut-off valve with a union and a sediment leg downstream. Fireplaces must be in sound condition without cracked or loose mortar or brick. Gas fireplaces shut-off valves must have a thumb-turn, not a key.

**CLOTHES DRYERS** must be vented to the exterior, according to manufacturers' installation instructions.

**ALL DWELLING UNITS** must list the street number, in minimum 4" Arabic numerals, on the building in a place to be clearly visible from the street adjacent to the property.

**BASEMENTS** must be maintained in a safe and sanitary condition, free of fire and electrical hazards. Basement bedrooms are not permitted unless a separate means of personal egress from the bedroom is provided, in addition to accessing the main stairway. Basement bathrooms must have an exhaust fan, vented to the exterior, or an openable window. Permits are required to finish the basement.

**ALL DEADBOLT LOCKS** must be operated by a thumbturn from the interior side of the residence. Deadbolts requiring the use of a key from the interior, are not acceptable.

**PLUMBING FIXTURES** must be properly connected and vented, and free of sanitation hazards. Piping must be sound and free of leaks. All piping connections and joints between dissimilar metals must have dielectric unions. All water heaters must have a safety valve with the proper rating for the water heater, it must be in working condition and have a properly sized drip tube constructed of approved material running to within 6 inches of the floor. All gas water heater flues must have clearance from combustibles the same as those required for heating facilities.

**KITCHENS** frequently have health hazards which are not readily noticeable, such as cracked or chipped sinks, untrapped or unvented plumbing, holes in walls, etc. A common safety hazard is grease accumulation in exhaust fan housings. Each gas appliance must have a shut-off valve on the branch line to the appliance, upstream of the union.

**BATHROOMS** must be free of leaking fixtures or pipes. Toilets, sinks, tubs and showers must be free of chips and cracks, and properly trapped and vented to avoid siphonage and the escape of sewer gasses. Adequate lighting and ventilation, and at least one receptacle must be provided. If there is no openable window, an exhaust fan, vented to the exterior, is required. Privacy locksets are required on bathroom doors.

**STAIRS AND PORCHES/DECKS** must be structurally sound. Every flight of stairs, interior or exterior, having 4 or more risers, and every porch/ deck more than 30 inches above the ground, must have graspable hand rails (minimum one side) and guard rails. Guard-rail maximum opening shall be less than 4 inches. Contact a Ballwin Building Inspector for configuration requirements for these facilities.

**ROOF, GUTTERS & DOWNSPOUTS:** Metal flashings, gutters, and downspouts, if defective or clogged, can cause unseen damage to gutter boards, soffits and walls. A common roofing problem results from re-roofing over existing material; too many overlays can cause the roof to sag from excessive weight and prevents proper verification that the existing sheathing is not water damaged or is still capable of providing adequate nailing base.

**DOORS, WINDOWS, SIDING & EXTERIOR WOODWORK** must be kept in good condition. Window and doors must function as originally designed. All exposed surfaces must be protected by paint, stain, or other suitable protective coating. All screens and window glass must be in good condition. Building defects, which permit the entrance of rodents or other vermin, must be corrected.

**MASONRY (BRICKS AND MORTAR)** must be maintained in a sound condition, free of cracks, scaling and similar deterioration.

**GARAGES** and other accessory structures (including porches, carports, walls, fences, driveways, sheds, retaining walls, pools, planters, etc.) frequently receive less maintenance attention than dwellings. All accessory structures must be functional and in good repair or they must be removed to avoid creating fire and safety hazards or vermin harborage. All garage door openers must be wired in accordance with the National Electric Code, and without the use of extension cords. All drywall between a garage and an inhabited structure must meet the 1 hour fire rating and not be compromised by holes, cracks, or openings. The door between the garage and the house must be 1-3/8 inch solid core wood or approved 20-minute equivalent.

**NUMBER OF OCCUPANTS ALLOWED** in a bedroom is determined on the basis of bedroom area. A maximum of one occupant is allowed in a bedroom of 70 to 100 square feet, a maximum of two occupants are allowed in a bedroom of 100 to 150 square feet. Every bedroom must have access to a bathroom toilet without walking through another bedroom. Living rooms, dining rooms and kitchens cannot be used as bedrooms. Such limitations are necessary to prevent the overtaking of sanitation facilities. Bedrooms in basements are not allowed unless there is an alternate exit besides the stairs. This should consist of either a door directly to the exterior or a window with a sill height of not more than 44 inches above floor with a net clear opening dimension of 5 square feet on grade and 5.7 square feet above grade. Minimum opening height shall be 24 inches; minimum opening width shall be 20 inches.