

Occupancy Checklist

OCCUPANCY INSPECTION DENIAL CHECKLIST

The City of Alton is committed to improving the quality of housing in our municipality. It is with this goal in mind that the Department of Building & Zoning has compiled the below listing of items that will result in **automatic denials of occupancy inspections/permits**.

GENERAL

- Any violations noted on prior inspection that are not corrected
- No water service
- No electric/gas service

EXTERIOR

- High grass/weeds (in excess of 7")
- Junk & trash on premises (exterior or interior)
- Derelict vehicle on premises (wrecked & inoperable, flat tires, not properly licensed, etc.)
- No identifying house numbers on dwelling (4" in height)
- Openings in roof, walls or foundation
- Dilapidated detached out buildings (garage(s), shed(s))
- No fencing around swimming pools in excess of 18"

ELECTRICAL

- **Electric fuse/breaker panel cover not removed for inspection**
- Conduit installed on all wall mounted receptacles in all areas of the basement.
- Improperly wired breaker/fuse panel
- Non-grounded electrical system
- External disconnect required on central air conditioner.
- Knob & tube wiring present
- Bare energized electrical wiring
- Cover exposed wiring in framed walls with appropriate building materials.
- Missing &/or non-functioning GFCI receptacles within 6' of any water source, and all areas of unfinished basement and garages.
- GFCI receptacle required in each bathroom.

INTERIOR

- Filthy interior conditions of dwelling (hasn't been vacuumed, cleaned properly)
- Interior walls, floors or ceilings not in good repair
- Any evidence of rodent &/or insect infestation
- Missing &/or inoperative smoke detectors as required
- Missing &/or inoperative carbon monoxide detector(s) as required
- Missing interior doors for bedrooms or bathrooms
- Insect screens required between May 31st and Sept 15.
- Bathroom must have an exhaust fan or operational window with screen.
- Ensure all appliances have been moved and cleaned behind.

PLUMBING/MECHANICAL

- Non-functioning bathroom(s)
- Non-functioning kitchen
- Metal drip pipe on water heater pressure relief valve is required, no less than 6 inches from the floor.
- Non-functioning water heater
- Substantial plumbing supply/drain leak
- Non-functioning furnace (winter months)
- Presence of carbon monoxide leak
- Presence of natural gas leak

*Please note that this list **IS NOT** all inclusive. The Housing Inspector will have discretion on conditions not specifically listed that will result in denial. However, following the guidelines on this list will greatly reduce chances of an inspection being denied.