



Memorandum

Department of Planning

To: Michael O. Geisel, City Administrator
From: Justin Wyse, Director of Planning *JW*
Date: July 11, 2022
RE: Residential Re-Occupancy Permit



At the June 13, 2022 Finance and Administration Committee meeting, staff was directed to move forward with an ordinance adopting a re-occupancy permit requirement for residential rental units. Since that time, City of Chesterfield staff has been coordinating with St. Louis County. Unfortunately, the County is unable to differentiate properties based on ownership status and their residential re-occupancy can be split into multi-family and single-family. The County has provided the following definition for single-family (Type I Units) and multi-family (Type II Units):

Type I Units include single-family residential dwelling units in buildings containing one (1) single-family dwelling unit and accessory structures, as well as each single-family residential dwelling unit in a building containing two (2) single-family residential dwelling units (some of which may also be known as duplexes) and accessory structures and also includes residential dwelling units which are units of condominiums under Chapter 448 RSMo.

Type II Units include each single-family residential dwelling unit which is not a Type I dwelling unit. This includes, but may not be limited to, dwelling units, which are in apartment complexes or in other buildings containing three (3) or more single-family residential dwelling units.

Additionally, the re-occupancy permit requirement would not (if limited to multi-family structures) regulate mobile homes or senior living facilities.

Recommendation

As the County is unable to administer residential re-occupancy permits for all residential rental units, I am recommending that we send this item back to the Finance and Administration Committee for direction based on the updated information from St. Louis County.

Attachments: Saint Louis County Housing Inspection Report – Template
Re-Occupancy Inspection Brochure – What Do Neighborhood Preservation Inspectors Look For?

Re-Occupancy Permits - Overview: *The following code items will be inspected for proper maintenance and repair. We have tried to make this as comprehensive as possible, but could not include every single code.*

EXTERIOR

ACCESSORY BUILDING Deteriorated.

CONCRETE No cracks 3/4" or more; holes; voids.

DEBRIS; RUBBISH Remove.

DRIVEWAY AND SIDEWALKS Eliminate tripping hazards; repair cracks 3/4" or larger. Those paved with gravel or chat reasonably determined to pre-date 1965 zoning ordinance may repair with new gravel or chat. New gravel or chat added since 1965 must be replaced with asphalt or concrete.

FASCIA When wrapped with aluminum, all fascia must be like material, or all covering removed.

FENCES & STRUCTURES maintained in good repair.

GARAGE DOORS Test garage door opener; no extension cords; outlet must be grounded.

GRASS Not over 8".

GUTTERS, DOWNSPOUTS Loose or missing; missing end caps or elbows; leaks. Leaves, debris in gutters and downspouts.

HOUSE NUMBERS visible from the street at least 4" in height on house or mailbox.

PAINT No chipping, flaking paint; oxidation on siding.

POOLS Pools & hot tubs must have four foot high fence surrounding; gates must be self-closing & latching. Door alarms required to those opening to pool.

PORCH AND DECKS Joist hangers required at joist/ledger board with nails; no screws. Post & beam require 1/2" bolts, 2 at each location. 6x6 posts may be notched with beam on post; 4x4 post may not be notched. Not more than 4" spacing on guardrails.

RETAINING WALL Permit required to replace wall higher than 3', or within 3' of property line, and also for moving and grading land.

ROOF Loose, missing shingles causing leaks; deteriorated flashing and rafter tails.

SCREENS Window screens provided for each habitable room Apr 15- Nov 15. Sliding doors with track for screen should have sliding screen.

SERVICE ENTRY CABLE If outer sheathing frayed, deteriorated, next layer showing through, we cite.

VEHICLES No derelict, unlicensed vehicles

WINDOW WELL COVERS Maintain if existing.

WINDOWS broken glass, sash cords, chains, window weights. Torn, missing screens, missing putty, windows painted shut; all must be operable.

INTERIOR

ATTIC FANS We do not check these.

BASEMENT PARTITIONS Must be finished on at least one side if there is wiring. There cannot be broken, deteriorated, drywall. Framing completely open on both sides must have all wiring removed, wiring completed with a permit, or approved wiring covered with drywall. Unfinished, open framing may remain if there is no exposed wiring.

BEDROOMS Must be at least 70 square ft. and 7 ft. wide. Cannot be pass-thru room to other rooms.

BASEMENT BEDROOMS Must have a full-sized window or exterior door in that room to qualify.

CLOTHES DRYER VENT No vent to run longer than 25'. No screws penetrating interior of vent. 4" diameter; no plastic vents; metal flex allowed, 8' max. length.

DEADBOLTS Replace interior key operated deadbolts with interior thumb latch operation at required means of egress.

FIREPLACE Defective damper, gas burners. Tuck-point mortar as needed.

FIRE-RATED DOOR between connected garage and livable space of house. Solid wood, fire-rated alum.

FLOOR COVERING loose, deteriorated, missing
GARAGE FIRE BLOCKING Open gable in enclosed garage or carport must be fire-blocked. Any window must be fire-blocked, or be part of a fire-rated door. Enclosed carport must meet the requirement for fire-rated assemblies.

LIGHT FIXTURES New cover dome when missing.

PEELING PAINT

SMOKE DETECTORS On every level, in each bedroom, and each hall within 15 feet of a bedroom.

STOVE ANCHOR Anti-tip device, per manufacturer specifications; no chains.

STAIRS AND LANDINGS: Loose, missing balusters. New installation requires 4 inch maximum opening between balusters, and their configuration not present a ladder effect.

STAIR TREADS AND RISERS Treads and risers shall be significantly the same height and depth, so as not to create a trip hazard.

HANDRAILS/GUARDRAILS (Interior or Exterior) Deteriorated, loose. Handrails required for more than 4 risers. Handrails to be 30-42" above stair treads or floors. Guardrail required at 30" minimum height, where landing or balcony is 30" or more above floor or grade. No balusters needed for existing basement stairs.

STRUCTURAL

FIRESTOPPING at openings in ceilings or floors, or openings where pipes or wires enter through walls, ceilings or floors. Fire stops may be made of 22 gauge steel sheet metal, 3/4" plywood or boards, or 1/2" sheetrock. No spray foam.; fire caulk okay.

GARAGE/HOUSE FIRE SEPARATION Install or repair holes in gypsum board sheetrock fire separation wall between living space and garage. BUILDING PERMIT required for new installations.

GIRDERS AND BEAMS sagging girder; girders must handle load over existing column spans. BUILDING PERMIT REQUIRED for structural work.

JOISTS sagging, rotted, defective. BUILDING PERMIT for new installation.

SUPPORT POSTS deteriorated support posts. BUILDING PERMIT REQUIRED for new install.

SUMP PUMP Grounded simplex or duplex, outlet; no extension cord. GFCI not required.

SHUT-OFF VALVES Every gas appliance must have dedicated shut-off in same room, within 6 ft., including dryers. Gas logs can have shut-off in basement if clearly marked. NO PERMIT REQUIRED for new installs.

MECHANICAL:

FLUE PIPE 3 sheet metal screws at each metal flue joint. Galvanized flue pipe required. Clean chimney flue. Inspect chimney cap for defects; replace if missing. Seal openings around furnace flue at chimney.

GAS CONNECTOR PIPE Flex line not allowed inside furnace unless in manufacturer's instructions, such as pulse furnace. 3' max. flex line on water heaters and dryers; 6' max. on stoves. Existing gas line saddle valves are not allowed. No brass gas lines allowed.

GAS LINES Black-iron pipe properly supported. MECHANICAL PERMIT REQUIRED for new installs.

GAS PIPING; DRIP-LEG drip-leg on existing gas piping to an appliance.

HEAT REGISTER Missing.

KITCHEN/BATHROOM: MECHANICAL VENT Provide adequate ventilation by installing mechanical ventilation fan with necessary ductwork and properly tying to switch or by installing window. ELECTRICAL PERMIT REQUIRED to add an exhaust fan circuit.

VENTS All air vents, except secondary stove vents, must vent to exterior. No vent opening near shower head, unless waterproof.

Saint Louis
COUNTY
PUBLIC WORKS

PLUMBING:

CLEAN-OUT PLUG Thread may be worn. Test plugs not allowed.

CLOGGED DRAINAGE Slow drainage.

DIELECTRIC CONNECTORS Proper insulating fittings where water piping of dissimilar metals are joined. No permit required to install.

FAUCET Leaking faucet.

FERNCO CONNECTORS No rubber Fernco's on branch lines, main stack, or sink drains.

FLOOR OPENING COVER No missing grates.

OBSOLETE FIXTURES Remove or cap obsolete water and drain piping back at the connection to the main drain or stack. Fixtures to be removed. **PLUMBING PERMIT REQUIRED**

P-TRAPS Defective, improper, corroded. No flex pipe.

SADDLE TEE Allowed if serving a laundry stack.

May allow existing saddle T's or Y's if no sign of malfunction. If newer PVC to cast iron, remove, or replace, under permit.

SOIL STACK Cite deteriorated sections.

TRAP AND VENT Properly trap and vent fixtures; if plumbing not vented, must remove. Check roof for vents. No mechanical vents. **PLUMBING PERMITS REQUIRED**

WATER HEATER extend blow-off arm within 2" to 6" of floor; must be steel or copper the same diameter as the pressure relief valve opening but at least 3/4". No gas water heater in bathroom or bedroom unless adequate combustion air. **PERMIT REQUIRED** for new installs. Vent piping properly installed with 3 screws at each joint. Galvanized steel only; no aluminum.

WATER LINES No plastic water supply lead lines except white braided or approved metal material. Shut-off not required at every fixture.

BATH: TOILET REPAIR Defective flush mechanisms, toilet anchored to floor. Deteriorated toilet seat.

TOILET BASE SEAL Seal at base of toilet.

TUB ENCLOSURE Damaged joints; caulk.

VANITY deteriorated cabinet vanity.

Further info & photos at stlouisco.com/Online Services/Re-Occupancy Permits/photos

ELECTRICAL: Existing 2-prong system is allowed. 3-prong outlets must be grounded. GFCI required for all outlets serving kitchen counters; all bathroom outlets; all outdoor outlets and receptacles serving a wet bar. Not required in garage. Bathrooms must have at least one outlet.

GARBARGE DISPOSAL CLAMP A wire clamp required on the garbage disposal.

GROUND WIRE JUMPER CABLE To both sides of water meter. Minimum wire size #8.

JUNCTION BOXES All splices must be in junction box with cover plate.

LAUNDRY CIRCUIT Grounded, 20 AMP circuit for washing machine. Adapters not permissible. **PERMIT REQUIRED** to install new wiring.

LIGHT SWITCH Cover plates needed.

LIGHT FIXTURES Properly mounted and installed. Ceiling fan lights must be supported by the building structure. Missing globes, damaged fixtures.

LOOSE, OBSOLETE WIRING No unused, dead, loose, hanging wiring or extension cords used as permanent wiring. Loose wiring inside cabinet allowed.

OVERFUSING Proper sized fuses.

RECEPTACLES No open ground or reverse polarity; defective, missing cover plates. Two in each room, minimum. **PERMIT REQUIRED** to add wiring, not to swap outlets. Approved floor-mounted receptacles only. Covers required on exterior outlets; plastic wet area, or metal damp area covers

SERVICE PANEL Service box cover or door. Proper fuses, circuit breaker, or blank covers in openings. Service panel not allowed in bathrooms, toilet rooms, clothes closets.

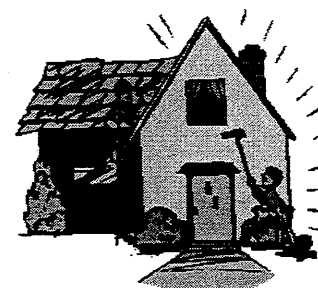
SERVICE DROP 8' minimum at the drop, and lowest point in the yard. 3' clearance away from window or door. Service entrance must not be concealed by fascia or soffit.

NOTE: Names of all new occupants must be submitted before Re-Occ Permit can be issued. Judgment of individual inspectors must be considered.

Revised 2/29/2016

**WHAT DO NEIGHBORHOOD
PRESERVATION INSPECTORS
LOOK FOR?**

Re-Occupancy Inspections



NORTH County Office:
21 Village Square, Hazelwood
SOUTH County Office:
4556 Lemay Ferry Rd.

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