

**CITY OF MOLINE ACRES**  
**DEPARTMENT OF PUBLIC WORKS**

Permit# \_\_\_\_\_

Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Expires \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Fee: \$95.00

PER ORDINANCE #921

PROPERTY REGISTRATION  
FOR INSPECTION  
FOR SALE/RENT

(PLEASE CHECK ALL THAT APPLY)

Residential Property: \_\_\_\_\_ Commercial Property: \_\_\_\_\_  
Vacant: \_\_\_\_\_ Occupied: \_\_\_\_\_  
Renting: \_\_\_\_\_ For Sale: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone #: (    ) \_\_\_\_ - \_\_\_\_

Owner's Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Total # of Rooms (Entire House) \_\_\_\_\_ Total # of Bedrooms \_\_\_\_\_ Total # of Baths \_\_\_\_\_

Basement: \_\_\_yes \_\_\_no Heat Type: \_\_\_\_\_ Central Air: \_\_\_yes \_\_\_no

Type of Construction: \_\_\_\_\_ Garage: \_\_\_\_\_ Carport: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone #: (    ) \_\_\_\_ - \_\_\_\_

**THIS REQUEST HAS BEEN APPROVED BY THE CITY OF MOLINE ACRES. THIS PERMIT WILL BE REVOKED IF THE APPLICANT IS FOUND NOT TO BE IN COMPLIANCE WITH THE CITY OF MOLINE ACRES.**

I understand the terms and conditions listed in the above box. By signing below, I am agreeing that the information is true and I will comply with all of the city's ordinances.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Signature \_\_\_\_\_  
Date

-----FOR OFFICE USE ONLY-----

Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Inspection Time: \_\_\_\_:\_\_\_\_ am/pm

2449 Chambers Rd. \* St. Louis, MO 63136  
Phone: (314) 868-2433 \* Fax: (314) 868-2590

# CHANGE IN OCCUPANCY INSPECTION REQUIRED

The City of Moline Acres City Inspector shall make an inspection and/or re-inspection on all properties for which there is a proposed change in occupancy. An inspection report shall be written by the City Inspector for compliance or violations and a copy will be issued to the owner. The cost for the initial inspection is \$95.00 and one re-inspection. There will be a \$25.00 fee for any re-inspections performed here after.

City of Moline Acres  
2449 Chambers Rd.  
St. Louis, MO 63136

To: Previous or Potential Homeowner

Re: Basic Procedures for Occupancy Inspections

Before selling or leasing your home, you **must** obtain a housing inspection from the City. Also prior to selling and approval, you may need to obtain certifications from the following contractors:

Electrical  
Termite

Roofing  
LaClede Gas

Plumbing

- 
- When a home is inspected by the City Inspector, we look for certain code violations in electrical, plumbing, mechanical and building in general. We utilize the St. Louis County guidelines and B.O.C.A guidelines; which we have adopted to perform our inspections. Our inspections are to observe any code violations at that time.
  - We inspect the plumbing in the kitchen, bathrooms and basement areas. This entails the water supply line conditions and the soil stack for any unapproved connections or saddles that are not the original part of the stack or for any leakage at the stack (brown lines or knots).
  - Incoming water supply lines require a backflow pressure regulator.
  - All electrical work of the entire building is inspected to ensure that it meets code and that each room has at least 2 or 3 working wall outlets. A GFCI (ground fault circuit interrupter) is required within six (6) feet of the sinks in the kitchen, bathrooms, basement and laundry areas. There are other locations specified if there are outlets in those areas. Other areas include the garage or the exterior of the home. These outlets are required to meet code as well.
  - The conditions of the furnaces are inspected to ensure that they have a shut off valve at their gas supply line connections and the hot water tanks have die-electric union connections at the water supply lines and that the overflow tube at the discharge T & P valve is six (6) inches above the floor.
  - The general condition of the building interior and exterior, walls, ceiling and floors all come under the minimum property standards guidelines and should be in a good and finished condition.

**These inspections are not a performance, certification or guarantee inspection.**