



Jarrold Eno, Mayor
Christina Lockhart, Secretary

103 North Narcissus ◊ P.O Box 116 Kosse, Texas 76653 ◊ 254-375-2212 ◊ FAX 254-375-2331

Residential Occupancy Inspection Requirements

(International Building Code 2018)

(Effective April 17, 2018)

1. Occupancy inspection to be done **BEFORE** moving into residence while it is vacant or empty
2. Following items must be located and marked by Owner/Tenant **BEFORE** Occupancy Inspection:
 - **An approved sewer clean out accessible to plumber, tenant or homeowner at the property line (inspectors will not search for this, causing occupancy inspection to fail).**
 - **An approved water service cut off on customer side of water meter (inspectors will not search for this, causing occupancy inspection to fail).**
3. When ALL of the listed items below are complete, Contact Code Compliance at (254) 375-2212, or in person at 103 North Narcissus to schedule an occupancy inspection appointment. Someone will need to be present for the inspection.
4. ***ALL inspection points must pass the Occupancy Inspection prior to occupying the property. Utilities will not be turned on until a Certificate of Occupancy is issued. A new inspection will be required anytime utilities are off for more than thirty (30) days, or at any change of occupancy. Inspections may also be performed at the request of the owner / occupant.***
5. **There is a \$30.00 charge for the INITIAL Occupancy Inspection.** Should the INITIAL occupancy inspection fail, one follow-up inspection is allowed at no charge and will be scheduled on the NEXT AVAILABLE INSPECTION DAY; the 3rd and any subsequent inspections will require advance payment of \$30.00 prior to each inspection. **(NO EXCEPTIONS)**

- An approved sewer clean out accessible to plumber, tenant, or homeowner, at the property line
- An approved water service cut off on customer side of water meter
- ALL walls need to be visible- if contents are in the house, move everything away from the walls
- 911 address (house address) must be posted on house and/or mail box (4" Numbers)
- Type ABC fire extinguisher in kitchen (5lb recommended) for residential use
- Electrical service entrance needs to be up to code (weather head, etc.)
- If circuit breaker panel is located inside the structure, a main breaker or service disconnect must be located on the exterior at or near the meter
- GFCI outlet in Kitchen sink area(s)
- GFCI outlet in bathroom sink area(s)
- Cover plates on ALL electrical switches , receptacles, junction boxes and appliances. NO exposed wiring connections
- Circuit breaker panel covered with no missing or empty break outs

- Smoke detectors:
 - To be located within three feet (3') outside of bathroom door(s).
 - To be located within 10 feet (10') inside and outside every bedroom
 - Located in **each** bedroom on wall above or near door frame, or on ceiling
 - To be located within three feet of the doorway to an attached garage
- Check to make sure batteries are working, smoke detectors must be less than ten years old and be free of paint or any foreign materials
- Carbon monoxide detectors:
 - To be located on wall within ten feet (10') on outside of bedroom(s) if there is gas service available and/or an enclosed garage (**DO NOT install on ceilings**).
 - Another carbon monoxide detector is required inside the house (only in gas appliances) near or over the door frame leading to garage if there is an enclosed, attached garage (**DO NOT install on ceilings**).
- Gas valve jets, not in use, need to be capped.
- When gas inspections are to be performed, make sure all items using gas are turned off and all unused gas valves are also turned off and capped.
- Water heater:
 - If located in garage, whether gas or electric, must be 18" off floor level. Copper gas line tubing must be replaced with stainless steel appliance connection tubing.
 - Needs to be up to code, cover plate needs to be over wiring and proper size ¾" line needs to be on pressure release valve. Water heater also needs to be vented (a licensed plumber may be required).
 - Isolation valve on hot water heater required (this valve turns water off to only the hot water heater).
- No broken or missing windows. Boarded up windows will not pass inspection
- All skirting must be secure around perimeter of structure (*if applicable*).
- No leaks in the roof or walls.
- No trash and debris in or around home, building or lot.
- No infestations of rodents, animals or insects
- No violations of the City of Kosse's Dilapidated, Sub-Standard and Vacant Buildings Ordinance outlined below;