



City of Velda City
2560 Lucas and Hunt Rd.
Velda City, MO 63121
314-382-6600-Office 314-382-7988-Fax

RESIDENTIAL INSPECTION APPLICATION

PROPERTY ADDRESS: _____

ALL UTILITIES MUST BE TURNED ON BEFORE INSPECTION

Owner Name: _____
Address: _____ CITY: _____ STATE: _____ ZIP: _____
Phone #: _____ *Email : _____

SCHEDULED 1st INSPECTION DATE: _____ TIME: _____

1st Housing Inspection Date: _____ TIME: _____ () Pass () Fail Initials _____

1st Plumbing Inspection Date: _____ TIME: _____ () Pass () Fail Initials _____

2nd Housing Inspection Date: _____ TIME: _____ () Pass () Fail Initials _____

2nd Plumbing Inspection Date: _____ TIME: _____ () Pass () Fail Initials _____

3rd Housing Inspection Date: _____ TIME: _____ () Pass () Fail Initials _____

3rd Plumbing Inspection Date: _____ TIME: _____ () Pass () Fail Initials _____

The Homeowner or agent must be present at the time of inspection. Any cancellations are required to be given to us in **writing** within 2 business days BEFORE the scheduled inspection date. Inspection reports may take up to 5 business days to be ready. Fees paid are non-refundable. Request a copy of the completed inspection report in writing with the City Clerk.

Fees: Residential: \$ 325.00-includes 1st and 2nd inspection. Commercial/Apartments: \$300.00-Includes 1st and 2nd inspection
Re-inspections: \$60 for each additional inspection needed. Re-inspections must be performed within 30 days of original inspection.

If the homeowner/agent does not appear within 20 minutes of scheduled inspection date/time, the inspection fee is forfeited and another inspection application and fee is required.

Additional documents needed: 1). Proof of passed "Home Sale Inspection" performed by Spire Date received: _____
2). Liens/services invoiced by Velda City. Amount due: \$ _____ Date paid: _____

Any liens or outstanding invoices of any kind must be paid in full BEFORE receiving an approved inspection.

WORK PERMITS are required for ANY work to be performed on the address listed above. A valid picture ID and a copy of the work contract must be provided. No person may move into the premise until an Occupancy Permit is obtained per ordinance 520.270. Occupancy Permits cost \$25. No Occupancy Permits shall be issued until a PASSED inspection is on file.

I understand and agree to the above and what is stated on the back of this form. Failure to comply with the procedures outlined above and on the back of this form may be grounds for forfeiture of any fees paid and a new application for inspection must be performed. I also state that I am the legal owner or authorized agent of the address listed above. I hereby now and forever release and hold harmless the City of Velda City and all of its agents/insurance carriers from all claims, rights, injury, damages, and/or liability regardless of fault. I hereby give permission to Velda City officials to enter my property to perform services I am requesting and to verify work performed has conformed to City Ordinance (City employees may only enter with homeowner/agent present).

Signature of Owner/authorized agent

Date

Clerks Signature

Date



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POLICIES & PROCEDURES FOR INSPECTIONS

1. The process begins with an application and fee paid to the City to perform an inspection for the purpose of occupancy or perform work to a premise already occupied. Only the actual Home Owner or authorized agent may apply for an inspection.
2. Proof of premise ownership must be presented to the City Clerk PRIOR to any scheduled inspection.
3. Inspection fee must be paid BEFORE an inspection is scheduled.
4. ALL other liens/service invoices must be paid BEFORE a passed inspection report is released.
5. No Occupancy Permit will be issued until a passed inspection is on file, a passed "Home Sale Inspection" performed by Laclede Gas and all fees/liens have been paid. Have Laclede Gas send us such report. Altered copies shall be grounds for a failed inspection report and the process shall start over again.
6. Passed-Initial Inspections are valid for 60 days for current un-occupied homes and 30 days for occupied premises already having a valid occupancy permit. The owner/agent must obtain a valid occupancy permit within 60 days of the Passed-initial inspection for un-occupied premises. If the premise is not occupied within 60 days of the Passed-initial inspection, the process will need to be restarted with a new inspection application and fees paid. At no time are premises to be occupied without a valid Occupancy permit obtained FIRST. If the premise is already occupied, Passed-Initial inspections are valid for 30 days.
7. Failed-Initial Inspections: Work Permits must be obtained for any work that needs to be performed to the premise based on the initial inspection report or any other work the homeowner wishes to perform even if not mentioned in the original inspection report. To obtain a work permit, a signed contract with the homeowner and the contractor performing the work must be given to the City Clerk. Work Permit fees are based on the total cost of work. Work must be performed within 30 days of the initial failed inspection unless more time is requested by the homeowner PRIOR to starting work and approved by the City. The 2nd inspection must be scheduled and performed within 30 days (already included in initial fee) of the initial failed inspection. Failure to schedule a second inspection within 30 days of the failed initial inspection shall result in forfeiture of fees paid and the process must begin over again. Up to 5 inspections may be performed on a single application. The 3rd, 4th, and 5th inspections, if needed; cost \$60 each and must be paid prior to scheduling and performing inspection. If the homeowner/agent does not arrive within 20 minutes of any scheduled inspection, any fees paid are forfeited and the process must start over again.
8. Plumbing and/or electrical work performed MUST not be blocked by drywall or any other material PRIOR to the 2nd inspection being performed. If such items are blocked and/or not visible for inspection, such material MUST be removed by the homeowner at your expense in order for plumbing/electrical items can be inspected. If the Inspector finds such items blocked when scheduled to perform 2nd inspection that shall be considered a failed 2nd inspection. A 3rd inspection along with fees shall be required. Only licensed plumbers and electricians may perform said work. Proof of licensure is required prior to work permit being issued.
9. Violation of any portion of the above is grounds for failed inspection and forfeiture of any fees paid. Proper ID is required prior to scheduling inspections. Prior proof of ownership is required before scheduling inspection.
10. Work may only be performed as stated on issued work permits. Deviation of work permit issuance or failure to disclose other work being performed shall be grounds for revocation of work permit. Application and fees for work permits must be started over with fees already paid forfeited.

Owner/Agent Signature (read and agree to above)

DATE

City of Velda City
Pre Inspection Checklist



Outside/Yard

- O1. No accumulation of rubbish and garbage
(Each home must have at least one ALLIED WASTE totter for garbage & recycling)
- O2. No overgrown weeds or grass, trees and shrubs trimmed
- O3. Remove dead limbs or branches hanging over house
- O4. Remove all tree stumps
- O5. No overgrown weeds or grass on fence line
- O6. Fencing in good condition
- O7. Driveways, walkways and sidewalks maintained in good condition
- O8. Garage and storage sheds maintained in good condition

Exterior of property

- O1. Property address numbers are clearly displayed
- O2. Gutters and downspouts not blocked; complete and secure
- O3. No loose bricks on chimney
- O4. Foundation free of cracks and properly mortared
- O5. Exterior walls, siding, or painting is in good condition
- O6. Windows are free from breaks or cracks in glass
- O7. All screens in good condition
- O8. Stairway, porch, and steps in good condition
- O9. Doors and locks in working order

Interior of Property

- O1. Working carbon monoxide/ smoke alarm within 10 feet of every bedroom
- O2. Handrails/guardrails are required on any flight of stairs having more than four risers
- O3. Windows are operable and will remain open without propping.
- O4. Working Ground Fault Circuit Interrupter (GFCI) in bathrooms, laundry area, kitchen, and other applicable areas
- O5. Floors must be structurally sound
- O6. Interior walls need to be in good condition (free of cracks peeling paint)
painted or wallpapered
- O7. Ceilings need to be structurally sound and in good condition
- O8. Kitchen must have shelves for storage, working sink, counter, or table for food preparation

Please keep in mind this is just a guide for owners to know what will be inspected. Please use this as a checklist prior to your initial inspection. There are also items that the inspector will look at, and look for, that are not on this list.

No work can be preformed without first obtaining a proper work permit.

A work permit can't be obtained without getting an inspection.