

Building  
Department

101 Front Street  
New Haven, Missouri 63068  
(573) 237-2349 / 636-221-4876

# City of New Haven

## RESIDENTIAL OCCUPANCY PERMIT PROGRAM

### **WHO NEEDS AN INSPECTION?**

Whether you are buying, selling, or renting property in New Haven, a Health and Safety inspection by a licensed Building Inspector is required before an occupancy permit will be issued. You can obtain an application for an occupancy permit at City Hall or from the City website, [www.newhavenmo.org](http://www.newhavenmo.org).

The purpose of the Occupancy Permit Program is to provide for the health, safety and general welfare of the residents of the City of New Haven. The program shall monitor the general condition of the structures within the City through the establishment of the occupancy inspection procedure. This inspection does not replace the purchaser's/occupant's own obligation to be satisfied with the premises and to undertake private inspections. The City is not liable for any deficiencies or defects on the premises. Neither the inspection nor the inspection report constitutes a guarantee or warranty expressed or implied regarding the present or future condition of the house or the premises.

### **HOW MUCH DOES IT COST?**

The inspection fee is \$40 for all residential units. The fee must be paid prior to occupancy and includes the initial inspection and, if necessary, one re-inspection.

### **HOW LONG IS THE INSPECTION VALID?**

The inspection is valid for 120 days from the issuance of permit.

### **WHAT IF THERE ARE CODE DEFICIENCIES?**

A few days after the inspection, the City will issue a report listing the inspection results to the person who requested the inspection. In accordance with Missouri Law, the inspection report becomes a public record and will be provided to the public upon request and at a cost of \$1.00. (There is no cost for a copy to the permit applicant.) When the problems are remedied, you will need to contact City Hall or the Building Inspector to arrange for a re-inspection.

Some of the corrective work which is required as a result of the inspection may require building, electrical, mechanical, or plumbing permits. These are separate permits and this work must be performed by New Haven-licensed contractors.

### **CAN I HIRE MY OWN INSPECTOR?**

Yes. The Municipal Code allows residential occupancy inspections to be performed by a BOCA code official and/or building inspector licensed in the Property Maintenance Code. The inspector must provide documentation of his or her licensure and must use the City inspection form. The City shall verify all inspection forms submitted by such inspectors.

### **WHAT ABOUT PRIVATE INSPECTORS?**

It is recommended that homebuyers have an inspection from a private inspection company. Private inspections can give the buyer a detailed report of the home's physical and operational condition, and can help the buyer render an opinion on the condition of the house. The City Health and Safety Occupancy Inspection should not be considered a substitute for a private home inspection.

**WHO CAN I CALL FOR MORE INFORMATION?**

Call City Hall at 573-237-2349 during regular business hours Monday through Friday, 8 a.m. to 5 p.m. or contact John Neff, Building Inspector, at 636-221-4876.

**WHAT IS THE SCOPE OF THE INSPECTION?**

The inspection is a minimum property maintenance inspection made exclusively for the use of the City in determining the compliance of the premises with the City’s Occupancy Permit Program and duly adopted Property Maintenance Code.  
The inspection is limited to observations readily visible without moving or removing any item. Confined spaces such as attics and crawl spaces are not inspected. Furnishings are not moved. Concealed, internal or hidden damage, or defects may not be observed.  
The overall condition of the roof and roofing materials is not inspected.  
The electrical service panel cover may be removed and electrical circuits may be checked.

**WHAT NUMBER OF OCCUPANTS IS ALLOWED?**

A residential dwelling is limited to the number of occupants by the following two conditions:

MINIMUM AREA REQUIREMENTS			
SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 PEOPLE	3-5 PEOPLE	6 OR MORE
Living Room (1)	No requirements	120	150
Dining Room (1)	No requirements	80	100
Kitchen	50	50	60
(1) May be combined			

FOR EACH SLEEPING ROOM*	
AREA OF ROOM IN SQ. FT.	# OF PERSONS
Less than 70 or any kitchen, hall or public space	May not be used as a sleeping room
70 to 99	1 Occupant
100 to 149	2 Occupants
150 to 199	3 Occupants
200 & above	4 Occupants plus 1 for each additional 50 sq. ft.
*Sleeping rooms must have proper emergency egress	

**FOR MORE INFORMATION**

Please contact City Hall at 573-237-2349, or Building Inspector John, 636-221-4876. More information is also available on the City website, [www.newhavenmo.org](http://www.newhavenmo.org).