



Date: 1 February 2008

MEMORANDUM FOR RECORD

RE: Final Inspections

The following conditions apply when scheduling a final inspection of New Residential Homes:

- Final inspections on New Residential Homes will not be conducted if the structure is not ready to occupy at the time of inspection.
- Job site must be clean of all building materials and debris prior to inspections.
- All work must be completed before inspection.
- Request for Occupancy Form must be completed prior to scheduling.
- No furniture can be placed in structure prior to APPROVED OCCUPANCY from Building Department.
- Unauthorized Occupancy will have a \$50 fee per inspection. (See Fee Schedule, Ord. Num. 1729 and 1556). Utilities can/ will be disconnected if there is found to be an Unauthorized Occupancy.

In the event any of these items are not in compliance, the structure will not be issued a Certificate of Occupancy and all policies on Uncorrected Deficiencies will apply. A Temporary Occupancy Certificate can only be issued for Incomplete Landscaping, (finished grade must be completed.) A letter of request for the Temporary Certificate of Occupancy must be submitted to:

Building Department
City of St. Robert
194 Eastlawn Ave Ste A
St. Robert, Mo 65584

The letter of request must contain the following information:

- 911 Address
- Permit Number
- Subdivision
- General Contractor
- Deficiencies to be corrected
- Understanding that the Temporary Occupancy is only valid for 30 days and must be re-inspected.

If there are any questions about this matter, please call 573-451-2000 ext. 1120.

Charles Misenheimer
Building Official
City of St. Robert

194 Eastlawn Ave Ste A
St. Robert, Mo 65584
Phone: (573) 451-2000 ext 1120
Fax: (573) 451-2013