



Winfield Foley Fire Protection District

3931 E Hwy 47
Winfield, MO 63389
Office 636-566-8406
Fax 636-668-8123

Email sgraeler@wffpd.org



APPLICATION FOR OCCUPANCY PERMIT

911 Approved Building Address	Address:	Lot #:
	City:	
Business or Subdivision Name		

Owner Name		Telephone #	
Mailing Address		Cell #	
City/State/Zip		Fax #	

Person Requesting Permit		Telephone #	
Mailing Address		Cell #	
City/State/Zip		Fax #	

Type of Work (v Check One)	Type of Occupancy (v One)	Building Purpose (v One)
<input type="checkbox"/> Occupancy	<input type="checkbox"/> Single Family	<input type="checkbox"/> Assembly
<input type="checkbox"/> Re-Occupancy	<input type="checkbox"/> Duplex	<input type="checkbox"/> Business
<input type="checkbox"/> Other: Explain	<input type="checkbox"/> Multifamily (3 or more units)	<input type="checkbox"/> Educational
	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Factory
<input type="checkbox"/> Rental unit/tenant occupied	<input type="checkbox"/> Other: Explain	<input type="checkbox"/> High Hazard
		<input type="checkbox"/> Institutional
		<input type="checkbox"/> Mercantile
		<input type="checkbox"/> Residential
		<input type="checkbox"/> Storage
		<input type="checkbox"/> Utility/Misc.

Basement	<input type="checkbox"/> Finished	<input type="checkbox"/> Unfinished	<input type="checkbox"/> N/A
Garage (<input type="checkbox"/> none)	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached	<input type="checkbox"/> Under Living Space
Exterior	<input type="checkbox"/> Brick (percentage)	<input type="checkbox"/> Other: Explain	
Fire Alarm	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Mobile or Modular	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> (not applicable)	
Accessory/Outbuildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No Electric supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No	

I certify that I am the owner or agent authorized to apply for this permit and all information herein is true and correct. I understand that occupancy or use is not granted until the final inspection is approved. Commercial Structures only One (1) set of plans must be submitted with this application. In the event that a rough or final inspection has been rejected, a **Re-inspection fee of \$40.00** must be paid before a re-inspection will be made. A 48hr. notice is required for all scheduled inspections. Approved plans must remain on site at all times. Submission of application grants the Districts Code Official or their Deputy right of entry to perform inspection(s).

Signature: _____ Date: _____ Email: _____

=====Office Use Only=====

Application #QB -	Date of Application	Amount \$75.00	Initials (Rev 08-2013)
____insp____	____/____/____	Check # or Cash	

Schedule date and time if applicable _____//_____

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PERMIT AND INSPECTION REQUIREMENTS FOR Occupancy or Re-Occupancy

- The following is a list of things that we will be checking when we do our inspections. *This is not intended to be an "all inclusive" list; this is just a few of the most typical issues we tend to find. Please refer to the 2003 IBC, IFC and IRC for code requirements.* Please prepare for this prior to calling for your inspection. We require forty-eight (48) hours' notice for inspections. A fee of **\$75.00** is assessed in most permits. If additional inspections are required there will be an additional charge of **\$40.00 per inspection**, which is due before request of re-inspection.
- All application fees must be paid for before any inspections or re-inspections can be scheduled.
- An approved 911 address can be obtained by calling 1-636-528-2911.

Inspection

- A. No double cylinder dead bolts are allowed (key needed to lock and unlock from inside and out). Use only the thumb turn type.
- B. All handrails and banisters must be installed at time of inspection. (Third step or more requires handrail) Guard rails along sides of stairs below the handrail that are not enclosed by a wall.
- C. Fireplaces shall be fitted with approved screens or glass doors. See **E**.
- D. Street address numbers (911 approved addresses) must be 4 inches tall and installed (see diagram "A") on the house and clearly visible from the street. If the house is not visible from the street, the address may be 3 inches tall on both sides of the mailbox provided the mailbox is next to the driveway. All addresses on the mailboxes must be of a permanent affixed type and contrasting with the background surface.
- E. If building has fuel fired appliance(s) or heating unit(s) then Carbon Monoxide detector will be required. Electric with battery backup or battery only will be installed per manufacturer recommendations.
- F. Smoke detectors must be placed and in working condition.
 1. One in each sleeping room.
 2. One in each hallway in the immediate area of sleeping rooms.
 3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics.
- G. Closet lights must have covers or sconces in place.
- H. GFCI outlets must be in place at all electrical receptacles within six (6) feet of a water source interior and exterior and including garages.
- I. Electrical outlet covers must be in place. No exposed wiring connections or extension cords used as permanent wiring.
- J. Electrical box contents must be completely labeled including labels affixed to unused or blanks.
- K. 20 minute door must be in place to separate garage from living space. (Solid wood or metal door but not hollow core doors). Shared wall or ceiling between garage and living space must be separated by 5/8" drywall.
- L. Spark arrestor (chimney) must be installed.
- M. Penetration by wire or plumbing pipes from one level to the next, (basement to main floor) must be fire blocked.

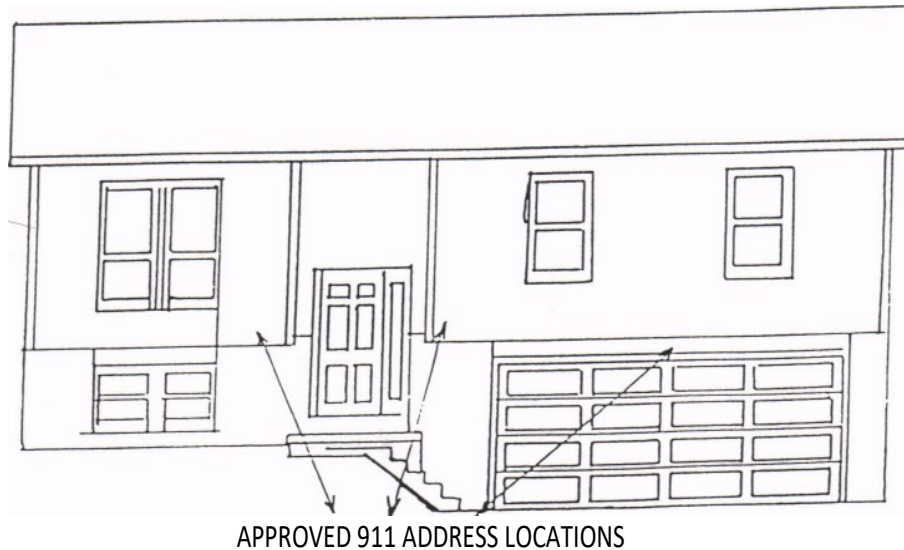
ALL BUILDING/FIRE CODE COMPLIANCE ISSUES MUST BE ADDRESSED SUCH AS FIRE BLOCK/CAULK.

Any items above that do not pass will become an automatic inspection failure.

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Diagram 'A'



**IF THE HOUSE IS NOT VISIBLE FROM THE STREET,
THE ADDRESS MUST ALSO BE ON BOTH SIDES OF THE MAILBOX.**

