



Lake Sherwood Estates

Association

P.O. BOX 1085 - LAKE SHERWOOD, MISSOURI 63357 - TELEPHONE (636) 828-5777 - ADMINISTRATION OFFICE

Subject: Occupancy Permit requirement upon transfer of ownership of residence and related inspection to obtain Occupancy Permit in Lake Sherwood. This requirement becomes effective March 1, 2011

Purpose: Since the implementation of the Community Maintenance Standards in 2007, we have been successful in reducing property maintenance problems. We believe we can make even more progress with the addition of a "Lake Sherwood Estates Association (LSEA) Occupancy Permit" upon transfer of ownership of existing homes. This addition to LSEA Rules Volume IV addresses exterior property maintenance and touches on building code type issues regarding fire and electrical safety and other code type compliance issues at the time of transfer/inspection.

Implementation: Inspections of property and residence shall be performed by a "certified home inspector". Inspectors shall be certified by the "International Code Council – Property Maintenance and Housing" or the "American Society of Home Inspectors" (ASHI).

Notification of this requirement to any prospective or actual residence buyer is the responsibility of the residence seller and /or the listing real estate agent. LSEA will make every effort within reason to notify residents, real estate agents and prospective buyers of this Occupancy Permit and related inspection.

- Notices will be posted on the LSEA web page
- A realtor sign-in process to advise agents upon entry into Lake Sherwood
- We encourage cooperation by all parties involved as a residence is put up for sale
- LSEA administration will notify title companies when contacted prior to closing.

Note: For more information, please feel free to contact the office at 636-828-5777, ext. 6 or visit our website at lakesherwoodestates.net; select "Documents" from the menu at the top of the page then select Occupancy Permit.

Regards,

Eli McDonald
Association Manager

Residential Occupancy Inspections

Valid for six (6) months from date of inspection

Address: _____

Date of Inspection: _____

Requested by: _____
Buyer Seller

Inspector Name: _____

An Occupancy Inspection will be required for all existing structures upon any change in ownership of such structures.

The inspector performing the occupancy inspection must be certified by one of the following organizations:

International Code Council - Property Maintenance and Housing Inspector
Certified member of the American Society of Home Inspectors (ASHI)

Disclaimer - The inspection approval does not constitute a guarantee or warranty from the building inspector or the Lake Sherwood Estates Association

The following inspection requirements must be met before an occupancy permit will be issued to any residential structure within Lake Sherwood. All structures shall meet the 2003 International Property Maintenance Codes including but not limited to the following requirements:

In order to obtain either a permanent or temporary occupancy permit items 1 thru 6 must pass inspection

1. All Water Supply systems and Sanitary Drain systems must be maintained and free from defects or leaks.

Pass Fail .

Comments _____

2. The Electrical system must be installed and maintained in a safe and approved manner. Pass Fail .

Comments _____

3. Electrical panel(s) must be inspected for any visible safety hazards, the condition of panel(s), breakers and service wires. Pass Fail .

Comments _____

4. Ground Fault Circuit Interrupter protections (GFCI outlets) are required in kitchens, baths, exterior outlets, garages, and unfinished basement areas. Pass Fail .

Comments _____

5. The Mechanical Heating system must be maintained and free from defects. Pass Fail .

Comments _____

6. Residential Smoke Alarms must be installed and working properly. Smoke Alarms are required outside of each sleeping area, one in each sleeping room, and one on each level of the home including the basement area. Carbon Monoxide Alarms must be installed on each level of the residence if a gas appliance or fireplace is installed. Pass Fail .

Comments _____

Items 7 thru 17 must pass inspection within six (6) months of date of change in ownership regardless of application for occupancy permit

7. Sidewalks, walkways, stairs, and driveways must be free from hazardous conditions. Pass Fail .

Comments _____

8. The structure and exterior property must be free from rodent harborage and insect infestation.

Pass Fail .

Comments _____

9. All exterior and interior stairways, decks, porches, and balconies must be structurally sound, properly anchored, and capable of supporting the imposed loads. Pass Fail .

Comments _____

10. All exterior and interior areas of the property must be maintained in a clean, safe, and sanitary condition.

Pass Fail .

Comments _____

11. Grading and drainage must be maintained to prevent soil erosion, the accumulation of stagnant water, and damage to neighboring property. Pass Fail .

Comments _____

12. All improved tracts of land (i.e. landscaped, installed lawn, berms, flower beds, shrubbery) must be maintained as such improvements require. Pass Fail .

Comments _____

13. All exterior surfaces of the structure including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, and decks, must be maintained in good condition and free from peeling and chipping paint. These surfaces must also be protected from the elements and decay. Pass Fail .

Comments _____

14. All foundation walls shall be maintained and free from open cracks and breaks. Pass Fail .

Comments _____

15. The roof and flashing must be free of defects. Roof drainage must be adequate to prevent dampness and deterioration to the walls or any interior portion of the building. Pass Fail .

Comments _____

16. All windows must be in sound condition, weather tight, and free from cracks and holes. Pass Fail .

Comments _____

17. All exterior and interior flight of stairs having more than four (4) risers must have a handrail. Any open portion of a stair, landing, porch, balcony, deck or ramp which is more than 30 inches above a floor or grade must have a guardrail not less than 36 inches high. Pass Fail .

Comments _____

All above items (1 – 17) must pass inspection in order to obtain a permanent occupancy permit

I _____ confirm that I am a certified ASHI or ICC inspector: _____
Print Name Certification #

Signature

Date Submitted: _____