



**CITY OF MEADOWS PLACE  
OCCUPANCY/RENTAL INSPECTION FORM**

**Appointment times are Monday through Friday between the hours of 9:30 A.M. and 3:00 P.M.**

Appointment Time: \_\_\_ AM \_\_\_ PM Appointment Date: \_\_\_\_\_  Requirement Sheet Provided

( ) Owner ( ) Renter ( ) Realtor

Property Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Recycling Bin: Yes \_\_\_ No \_\_\_ Alarm System: Yes \_\_\_ No \_\_\_ Alarm Permit Application: Yes \_\_\_ No \_\_\_**

**Interior:**

- \_\_\_\_\_ Water On
- \_\_\_\_\_ Electric On
- \_\_\_\_\_ Electrical Switches, Plugs Covered, GFCI Outlets
- \_\_\_\_\_ Conditioned Living Space – Sealed
- \_\_\_\_\_ Fireplace Operable (Gas: Yes \_\_\_ No \_\_\_)
- \_\_\_\_\_ Stove Vent Operable
- \_\_\_\_\_ All Sinks Operable (No leaks detected in the plumbing)
- \_\_\_\_\_ All Water Closets Operable (No Cross Connections/No Leaks)
- \_\_\_\_\_ Showers, Tubs, and Sinks Sealed
- \_\_\_\_\_ Water Heater (Electric or Gas) – Gas must be 18" Above Garage Floor
- \_\_\_\_\_ Smoke Alarms – Each Sleeping Room, any Sleeping Area & Hallways in Immediate Area of Sleeping

**Exterior:**

- \_\_\_\_\_ Vacuum Breaker on All Outside Faucets
- \_\_\_\_\_ Visible Sewer Cleanout Cap
- \_\_\_\_\_ Brick Stucco Other \_\_\_\_\_
- \_\_\_\_\_ Condition of Roof \_\_\_\_\_
- \_\_\_\_\_ Outside Condition of Lot and House \_\_\_\_\_
- \_\_\_\_\_ Driveway – Crack/Deviation/Separation Greater than 2" Yes \_\_\_ No \_\_\_ If yes, acceptable repair date \_\_\_\_\_
- \_\_\_\_\_ Sidewalk \_\_\_\_\_

<b><u>OUTCOME:</u></b>	<b>NO SHOW</b>	<b>PASS</b>	<b>FAIL</b>
<b>Required Repairs:</b>	<b>Must be Completed By:</b> _____		
_____			
_____			
<b>Recommendations:</b>	_____		
_____			
<b>Inspected By:</b> _____			<b>Date:</b> _____
<b>Inspector Signature:</b> _____			<b>Date:</b> _____
<b>RE-INSPECTION DATE:</b> _____	<b>PASS FAIL</b>		



**One Troyan Drive, Meadows Place, Texas 77477**  
Permit Department 281- 983-2932 (M-F 9am-4pm)  
Fax Number 281- 983-2940  
Email: [permits@cityofmeadowsplace.org](mailto:permits@cityofmeadowsplace.org)

### **Occupancy Inspection / City Ordinance 84-045**

An Occupancy Permit **must** be obtained **prior** to moving in. In order for a home to pass an occupancy inspection, the home **must** have the following hardware and comply with the International Residential Building Code 2006:

1. **Vacuum Breaker's** on all outside faucets. Must be brass. (Can be purchased at a hardware store.)
2. **Smoke Alarms**- One in each sleeping room. Outside of each sleeping area in the immediate vicinity of the bedrooms (hallway) and also in living room and den. (Can be purchased at a hardware store)
3. **Plumbing**- No cross connections. All plumbing fixtures must operate according to manufacturer's specifications.
4. **Showers & Tubs**- Must be caulked and sealed.
5. **Gas Water Heaters**- All gas water heaters located in the garage must be 18" above ground.

If a home does not pass the inspection, the owner will be given an appropriate amount of time to make the necessary repairs for compliance. Non-compliance will result in water service being disconnected until the repairs are made and a Certificate of Occupancy has been obtained.

The fee for an Occupancy Permit is \$75.00. If a re-inspection is required, the fee for the first re-inspection is \$75.00. Any additional re-inspections will be charged at \$50.00 each. No shows will be considered as a re-inspection. If you must cancel your appointment, 24-hour notice is required to avoid additional fees.

In addition to the above-mentioned requirements, the inspector will check the following:

- All plumbing including toilets, sinks, showers, tubs, water heater & exhaust fans.
- Electrical switches, plug cover plates, and GFCI outlets.
- Conditioned living spaces sealed.
- Fireplace operable.
- Stove vent operable and vented to the outside
- Test all smoke alarms.
- Condition of roof.
- Outside condition of lot and home.