



Winfield Foley Fire Protection District

3931 E Hwy 47
Winfield, MO 63389
Office 636-566-8406
Email office@wffpd.org

*Please schedule all inspections through our district office



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"/> Rental unit/tenant occupied	<input type="checkbox"/> Multifamily (3 or more units)	<input type="checkbox"/> Educational
	<input type="checkbox"/> Energy Systems	<input type="checkbox"/> Factory
	<input type="checkbox"/> Other: Explain	<input type="checkbox"/> High Hazard
<input type="checkbox"/> Other (Explain):		<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"/> N/A)	<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"/> N/A
Accessory/Outbuildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Electric present? <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. If a rough or final inspection has been rejected, a Re-inspection fee of \$25.00 must be paid before a re-inspection is made. A 48hr. notice is required for all scheduled inspections. Approved plans must remain on site at all times. Submission of application grants the Fire Marshal right of entry to perform inspection(s).

Signature: _____ Date: _____ Email: _____

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

Application #QB -	Date of Application	Amount \$75.00	Initials (Rev 03-2023)
____insp____	____/____/____	Check # Card	
Re-Inspect	Date of Re-Inspect	Amount \$25.00	Initials (Rev 03-2023)
<input type="checkbox"/> Yes	____/____/____	Check # Card	

Schedule date and time if applicable _____//_____



Residential Occupancy Inspection Checklist

1. The following is a list of things that the fire inspector will be checking when completing the inspection. This list is the main items that will be checked but may not include all items. Please refer to 2012, IBC, IFC, and IRC for all code requirements.
2. Inspections will be completed upon Fire Marshal or Inspector availability. A minimum of 48 hours is required.
3. Initial fee for occupancy inspection is \$75.00. The fee for a re-inspection will be \$25.00 for every re-inspection after the initial inspection is completed and a failed inspection has been noted.
4. All application fees must be paid before any inspections or re-inspections can be scheduled.
5. An approved 911 address can be obtained by calling Lincoln County 911 Dispatch at 636-528-2911

Inspection

During your inspection, we will check your residence for compliance with our codes and fire safety standards. Below is a list of common items we check, this list is not “all-inclusive” and is designed to help assist you in preparing for your inspection.

1. Smoke Alarms

1.1. Must be in working conditions and in the following places:

1.1.1. Each bedroom or sleeping area.

1.1.2. Each hallway in the immediate area of bedrooms or sleeping areas.

1.1.3. On each additional story of the dwelling, including basements (not required in crawlspaces, uninhabitable attics, etc.)

1.2. Wired or battery-operated smoke alarms are acceptable.

1.3. It is our recommendation that smoke alarms older than 10 years old be replaced.

2. 911 Addressing

2.1. 911 addressing should be affixed to the house on the side facing the street or driveway on approved locations (See additional page with pictures)

2.2. Addressing should be affixed to the mailbox on both sides.

2.3. Sizing of numbering

2.3.1. Affixed to residences should be 4 inches tall.

2.3.2. Affixed to mailbox should be 3 inches tall.

2.3.3. Numbers should be contrasting in color.

3. Electrical Outlets and Breaker Panel

- 3.1.** All connected outlets must be in working condition showing no readings of open ground, open neutral, open hot, hot/ground reverse, or hot neutral reverse.
- 3.2.** Electrical outlets must have covers in place. No exposed wiring connections may be present.
- 3.3.** GFCI outlets must be in place at all electrical receptacles within six (6) feet of a water source interior or exterior. GFCIs are also required in areas with potential exposure to water including:
 - 3.3.1.** Kitchen Countertops
 - 3.3.2.** Bathrooms
 - 3.3.3.** Garages
 - 3.3.4.** Unfinished Basements
- 3.4.** Breaker panels must be completely labeled including labels affixed to unused breakers or blanks. Open breaker slots need to be filled with a blank.
- 3.5.** Breakers shall not have materials of combustible nature such as tape on the breaker switches
- 3.6.** Breakers shall not be held in the on position by any outside materials or ties.

4. Fireplaces

- 4.1.** Fireplaces shall be fitted with approved screens or glass doors
- 4.2.** Spark arrestor must be installed in the chimney.

5. Carbon Monoxide Alarms

- 5.1.** Required if the building has a fuel fired appliance(s) or heating unit(s).
- 5.2.** Wired unit with battery backup or battery-only units will be acceptable.
- 5.3.** Unit will be installed per the manufacturer's recommendation.

6. Means of Egress

- 6.1.** Double-cylinder deadbolts are allowed within the residence. (Key needed for operation both inside and outside.) A thumb-turn style lock is the only lock style acceptable.
- 6.2.** Stairs
 - 6.2.1.** Any steps spanning three (3) steps or longer require a handrail and banister.
 - 6.2.2.** Guard rails must be in place below the handrail if the sides of stairs are not enclosed by a wall.

7. Miscellaneous

7.1. Closet Lights

- 7.1.1.** Must have a guard, cover, or sconce in place.

7.2. Garage

- 7.2.1.** Door to the living space must have 20 min fire rating. (Manufactured of solid wood or metal, no hollow core)
- 7.2.2.** Walls shared between the garage, living space, and ceiling shall be separated by 5/8" drywall.
- 7.2.3.** Penetrations between floors whether by electrical wires, plumbing, or other means must be fire blocked with approved fire caulk, blocking, or flashing.

Any items found not meeting these criteria or code requirements at the time of inspection will result in an automatic failure.

If you have questions regarding inspections or codes please contact our office at

Office Administrator – 636-566-8406 or office@wffpd.org

DIAL 911 FOR EMERGENCY

Approved 911 Address Locations

4-inch minimum numeric size

Diagram 'A'

