

# Housing Inspection Program



## COMMUNITY SERVICES

### DEPARTMENT

City Hall  
3701 SE 15th St.  
Del City, Oklahoma 73115

### **Customer Service Phone Number:**

405-670-7314 (front desk)  
405-670-7368 (fax)

### **Hours of Operation:**

8:00 am to 5:00 pm  
Monday–Friday



## Inspection Procedures

Inspections are conducted according to the City's adopted codes. The inspection will include the following:

- Exterior Property Maintenance
- Interior Property Maintenance
- General Sanitation
- Occupancy Limitations, Light and Ventilation
- Plumbing and Mechanical Systems
- Electrical Systems
- Fire Safety

**NOTE: A responsible adult**, over the age of 18, must be present during the entire inspection window. In the event that an inspector arrives and no one is present (inspectors will not wait), the inspection automatically fails and will not be rescheduled until the ***\$100 re-inspection fee*** is paid.

## Inspection Results

Inspection results are generally available after 10:00 a.m. on the business day following the inspection. Inspection results will fall into one of the following categories:

- **Full Approval** = A Certificate of Occupancy is issued and is valid until the next change of occupant.
- **Provisional Approval** = A Certificate of Occupancy is issued and is valid for the period indicated (generally 90 days) to allow the property owner to correct minor violations. A correction notice is issued to explain needed repairs.
- **Failure** = No Certificate of Occupancy is issued. A correction notice is issued explaining all corrections required to be made before occupancy. Occupancy is not authorized. Further enforcement action may be necessary.

## Frequently Asked Questions

- Q. Can I make an appointment or can the inspector (s) call before coming out?**
- A. All inspections are scheduled into 2 ½ hour windows in the morning and afternoon. Unfortunately, we are not able to make exceptions to this policy.
- Q. I am a landlord. Why can't I keep the water account in my name and avoid the inspection?**
- A. Even if the utilities are in the name of the property owner, an inspection is required each time the occupant changes. Failure to comply may be subject to criminal prosecution.
- Q. I am a real estate agent. Can any special accommodations be made for me?**
- A. Real estate agents and property owners with a significant numbers of houses in Del City can apply to participate in our unaccompanied inspection (lock-box) program and may also establish an escrow (pre-pay) account for inspection fees.
- Q. I am active-duty military, had no idea about this program and need to get moved in to my house. Can you help me?**
- A. We recognize that active-duty men and women have special pressures on their time and thus, we will make special arrangements including same day inspections and scheduled inspection times. Please let our staff know that you are an active-duty member and please feel free to speak to one of the supervisors if there is any way we can help you.
- Q. My landlord ordered "temporary" service and said I did not need to have an inspection for a month. Is this true?**
- A. No, a valid inspection and CO are required each time the occupant of a property changes. It is a criminal offense to allow a house to be occupied on temporary services. Temporary service is for minor repairs and clean-up only.
- Q. I just had an inspection a month ago and my tenant moved out. Why do I have to go through the program again?**
- A. If you had a "full CO" issued within 180 days, we will waive the fee and conduct an abbreviated version of our complete inspection.

For Other Questions or Concerns, please contact the housing inspector at [housingprogram@cityofdelcity.org](mailto:housingprogram@cityofdelcity.org).

## Program Description

Del City is an inner-ring suburb in the Oklahoma City metropolitan area. The City was initially developed in the 1950s and nearly all of that original housing remains there today.

The Housing Inspection Program is intended to ensure safe and sanitary living conditions for all city residents. Additionally, the Program seeks to improve the City's housing stock, preserving property values and decreasing costs associated with providing services to substandard properties.

The Program was developed to find a solution to the blighted conditions found in the City's neighborhoods, including disproportionately high levels of:

- Police Calls for Service
- Animal Calls for Service
- Structure Fires
- Code Enforcement Complaints
- Code Enforcement Abatements
- Utility Delinquencies



The City Council voted unanimously October 6, 2008 to adopt City Ordinance Number 1324.

The Housing Inspection Program implementation began November 1, 2008.

- Pursuant to City Ordinance Number 1324, any and all residential structures cannot be occupied without a valid Certificate of Occupancy.
- Pursuant to City Ordinance Number 1324, a utility provider (including the Del City Municipal Services Authority) to initiate utility services to a property owner without a Certificate of Occupancy.
- Each time the primary occupant of a residence changes, a new Certificate of Occupancy is required.
- Only after a Certificate of Occupancy is issued can the residence be occupied.

The housing inspection covers basic life, safety and property maintenance issues, as outlined in the 2003 International Property Maintenance Code.

The International Property and Maintenance Code serves as the basis for the inspection checklist, although some of the provisions were modified to reflect the realities of the existing housing stock.

- For example: The provision in the Code that requires a dwelling to be served by a 3-wire electrical system was revised to require that all electrical services be provided with supplemental grounding and that all receptacles be the proper type for the installed wiring.

The City is unable to provide utility services to a dwelling until a valid Certificate of Occupancy is issued.

Occupying a structure, and / or causing a structure to be occupied, without a valid Certificate of Occupancy is a criminal offense.

**Inspections performed under the auspices of this program are not intended to be a substitute for transactional home inspections or inspections required by any other entity.**

Inspection criteria may change at any time depending on enforcement focus. As such, the results of these inspections do not create any sort of warranty and should not be relied on for any purpose other than the process of investigating a structure's suitability for a Certificate of Occupancy.



## Application Process

Submit completed applications to the Community Services Department between 8:00 a.m. to 5:00 p.m. and with the following items:

- **\$40.00** non-refundable fee
- Signed application
- Property Owner certification signed
- Occupant certification signed
- If applicable, Real Estate/Property Manager certification signed, with copy of contract
- Proof of Ownership, if different than listed with the Oklahoma County Assessor records



Inspections are scheduled for either in the morning or the afternoon in 2 ½ hour windows.

- 8:30 a.m. to 11:00 a.m.
- 1:00 p.m. to 3:30 p.m.
- If all set slots are full, the applicant can choose to be an overflow inspection slot (although overflow inspections will be balanced over a rolling 72 business-hour period).
- **In all cases, an inspection will be scheduled within 72 business-hours, unless otherwise requested by the applicant.**

## PRECLEARANCE

A special accommodation for property owners seeking to obtain "preclearance" to avoid any delays when selling or leasing a property. Property owners (or their agents) may submit an application for inspection without a prospective occupant's signature.

- \$40 fee applies.
- Valid for **180 days** or until the residence is occupied, whichever is sooner.