

CITY OF MELVINDALE

3100 Oakwood Melvindale, Michigan 48122

BUILDING DEPARTMENT

(313) 429-1060

FAX: (313) 383-3993

**Certificate of Occupancy Inspections are done on:
WEDNESDAY and FRIDAY mornings between 9:00 a.m. and 12:00 noon
All four inspections are done on the same day!!!**

CERTIFICATE OF OCCUPANCY POLICY

Synopsis of Ordinance 514 Sections 5.66-5.75

It shall be unlawful for any person to hereafter occupy or reoccupy, or for any owner or agent thereof to permit the occupation or reoccupation of any building, for any purpose, until a Certificate of Occupancy has been issued by the Department of Building and Engineering.

It shall be unlawful for any owner, real estate firm, broker, or salesman, to hereafter consummate a sale of real property until such owner, real estate firm, broker, or salesman has been issued a Certificate of Occupancy by the Department of Building and Engineering.

In order for property to be sold "as is" the purchaser must request in writing, to the Department of Building and Engineering, permission to be allowed to assume responsibility for making the required repairs. After receiving this request the Department of Building and Engineering will grant either a "Temporary Certificate of Occupancy," which allows conditional occupancy or a "Waiver of Certificate of Occupancy for Sale Only," which does not allow temporary occupancy. The purchaser then will be granted a stated period of time (the MAXIMUM is 6 months) to complete all required repairs and re-inspections. THE COST FOR A TEMPORARY CERTIFICATE OF OCCUPANCY OR A WAIVER IS \$40.00 plus a \$15.00 Administrative Fee. An escrow deposit in the minimum amount of \$500.00 is also required.

Violation of this ordinance is a misdemeanor punishable by up to 90 days in jail and/or up to a \$500.00 fine.

COST OF INITIAL INSPECTIONS (EFFECTIVE SEPTEMBER 15, 2013):

Single-family residence	\$180.00 plus \$15.00 Administrative Fee	\$195.00
Two-family residence	\$250.00 plus \$25.00 Administrative Fee	\$275.00
Multiple Residential COMMON AREA + EACH UNIT	\$180.00 plus \$25.00 Administrative Fee \$ 65.00	
Commercial - under 10,000 sq. ft.	\$250.00 plus \$25.00 Administrative Fee	\$275.00
Each additional 10,000 sq. ft.	\$100.00	
NOTE: Certificate of Occupancy Inspection normally reveals violations. Note that reinspection permits are required for each trade in which violations are found.		
Minimum each	\$ 35.00 plus \$15.00 Administrative Fee	

**A checklist of common violations is available. City of Melvindale currently uses:
2009 Michigan Residential Code, 2009 Michigan Mechanical Code, 2009 Michigan
Plumbing Code, 2008 National Electrical Code.**

PLEASE NOTE: The Green Recycling Bin Remains With The House.