



City of Melvindale

BUILDING DEPARTMENT

3100 Oakwood Boulevard • Melvindale, Michigan 48122
(313) 429-1060 • Fax (313) 383-3993 • www.melvindale.org

CERTIFICATE OF COMPLIANCE

READINESS PACKAGE

includes

**CERTIFICATE OF COMPLIANCE GENERAL PROCESS
RENTAL INSPECTION AND REGISTRATION APPLICATION
FEE SCHEDULE AND ENFORCEMENT**

AT A GLANCE:

1. Apply and pay for the Certificate of Compliance and Rental Registration.
2. Within 2 weeks the Rental Inspector will call you or the individual as designated to schedule the inspection.
3. Have your Initial Inspection.
4. Pull permits and accompanying inspections if required.
5. Complete corrections as listed on inspection report.
6. If marked, complete required furnace safety/salt test.
7. Contact the Rental Inspector, Andy Bovair at 313-338-5135 to schedule your final inspection.
8. Complete the Final Inspection and submit the furnace test to the inspector.
9. Certificate of Compliances will be mailed once approved.
10. Upon expiration: Reapply within 3 days

*2015 Michigan Uniform Energy Code – Commercial
2015 Michigan Building Code
2015 Michigan Mechanical Code
2015 Michigan Plumbing Code
2016 Michigan Rehabilitation Code*

*2014 Michigan Part 8. Electrical Code
2015 Michigan Residential Code
2015 Michigan Energy Code – Residential
(chapter 11 in residential code)
2015 International Property Maintenance Code*

Created by MSC LLC.
In cooperation with the City of Melvindale
Revised on March 12, 2019 Rev. 2

06a_certificate_of_compliance_readiness_package_revision_4_01_01_2023

**CITY OF MELVINDALE
RESIDENTIAL RENTAL PROPERTY
INSPECTION AND COMPLIANCE INFORMATION**

In addition to federal and state laws relating to rental properties, the City of Melvindale has several ordinances regarding rental property registration, inspection and compliance with building code standards. The following provides information to all city property owners who plan to rent dwellings and units within the City:

In the City of Melvindale rentals are considered to be, any occupied property, that is not occupied full-time by the property owner. Residential rental properties are required to be inspected every 2 years. There are two types of inspections that cover rental properties.

For sales and title transfers a Certificate of Occupancy Initial Inspection is required for *all* property types. For properties that are being purchased for the exclusive purpose of being a rental the required Certificate of Occupancy meets all the requirements of a Rental Inspection and is good for 2 years from the date of the first finalized inspection.¹ Within 30 days of the Certificate of Occupancy expiration a rental inspection called a Certificate of Compliance (Rental Inspection) is required to be completed and repeated along with Rental Registration every 2 years for the life of the rental.

For Owner Occupied properties that will be converted into a rental property a Certificate of Compliance will be required prior to renting if the property is in good condition.¹ A Certificate of Compliance (Rental Inspection) is good for 2 years from the date of application. Application for reinspection should be made within 30 days of expiration and repeated along with rental registration every 2 years for the life of the rental.

YOU SHOULD KNOW:

2 years

- The length of time a residential rental property is covered by any inspection done by the building department.
- How frequently the Rental Registration needs to be renewed.

30 days

- How long you have after the Certificate of Compliance Initial Inspection to complete the repairs as cited on your report.
- How long you have after the purchase of a property for rental to notify the building department of the purchase.

1-2 weeks

- How long it may take for the Rental Inspector to contact you to schedule your Initial Inspection after you have applied for a Certificate of Compliance.

10 days

- How long after the sale of a rental property the seller or seller's agent has to notify the building department of the sale or transfer of ownership and the end of the rental registration. (A Certificate of Occupancy Initial Inspection is required before any property sale or transfer in the City of Melvindale and said property may not be sold/transferred or reoccupied without a full Certificate of Occupancy or a Waiver of Compliance and Bond.)

1-3 business days

- How long you may wait for a return call from the Rental Inspector if you have leave a *single*, clear and detailed message including property address, name, a return phone number, and the reason for the call. Calls are returned in the order they are received. Please plan accordingly.
- How long after expiration of rental inspections that you have to reapply for the next inspection.

¹ If upon initial inspection by the rental inspector he deems the property to be in need of repairs beyond the scope of a rental inspection it may be required that a Certificate of Occupancy be completed in its place.

REGISTRATION

1. All rental dwellings and rental units are required to be registered with the City of Melvindale Building Department. Registration forms can be found online at www.melvindale.org/city-services/building-department or at the Building Department located at 3100 Oakwood Blvd, Melvindale, MI 48122.

2. There must be a responsible local agent disclosed on the registration form who resides in Wayne County. The local agent and the property owner may be the same if the property owner resides in Wayne County. All registered agents located outside the County of Wayne must be approved by the Building Official. The responsible local agent shall be designated by the property owner as the responsible party for operating the premises in accordance with all laws and shall receive all notices provided by the city of Melvindale.

3. Once registered, the city's Building Department will inform the responsible local agent of the Certificate of Compliance requirements.

4. The term of the registration shall be valid as long as the owner remains unchanged. In the event of a transfer of ownership, the registration and any certificate of compliance shall expire and no longer be valid. Any new owner shall register the property and make application for new Certificate of Occupancy inspections before closing and before transfer of title.

5. Registration renewal is required with each certificate of compliance application or not more than 2 years from date of last registration.

6. The buyer has within 10 days of the transfer to register and apply for a Certificate of Occupancy. It is unlawful to transfer ownership of a rental dwelling or rental unit while there is an open notice of building violations unless the transferee acknowledges the violation in a signed and notarized writing.
Note: A Certificate of Compliance is different than a Certificate of Occupancy.

7. The city's Building Department will have custody of the rental property registry.

CERTIFICATE OF COMPLIANCE

1. A property owner may not lease, rent or occupy a rental dwelling or rental unit without a Certificate of Compliance that is issued by the city's Building Department in the name of the property owner or responsible local agent.
2. A Certificate of Compliance is issued to a property owner or responsible local agent after an inspection of the property, after any violations are remedied, and after the building department approves that the rental dwelling or rental unit is in compliance with all building codes pertaining to rental property. The initial inspection of the property shall be conducted by the city's building official or his designated representative and all other appropriate inspectors to determine that each rental dwelling and rental unit complies with the provisions of the ordinances of the city of Melvindale.
3. If the rental dwelling or rental unit is a new construction, the Certificate of Compliance is issued with the Certificate of Occupancy² and is good for five years.
4. For one and two-family dwellings and common areas of multi-rental dwellings, a Certificate of Compliance is good for two years.
5. The city's Building Department may revoke a Certificate of Compliance for violation of any ordinance, rule or regulation.

² More information about Certificates of Occupancy processes and requirements are available online or at the Building Department.

INSPECTIONS

1. The City's Building Department and Fire Department are authorized to make inspections of rental dwellings and rental units. Unless otherwise indicated in the Certificate of Compliance section above, the city's building official or his designated representative and all other appropriate inspectors shall inspect each rental dwelling and rental unit to ensure that it complies with the provisions of the ordinances of the city of Melvindale.
2. Inspections are to be made prior to occupation or reoccupation of any rental unit that has been vacated and has outstanding violations.
3. Upon seven days' notice to the responsible local agent, the city's Building Department may inspect the exterior of all vacant rental property, unless it is the case of an emergency, then immediate inspection is permitted. The property owner is responsible for all inspection fees incurred by the city.
4. For newly registered rental dwellings or rental units that are not new construction, inspections are to be made within 30 days of registration.
5. For new construction rental dwellings, inspections are made simultaneously with the Certificate of Occupancy request.
6. Multi-rental units shall be inspected every two years. If an inspection turns up with no violations, the next inspection need not take place for three years. However, the Building Department may order an inspection prior to such time if complaints have been made on the condition of the property.
7. For one and two-family rentals, once a Certificate of Compliance is obtained, inspections will be on a two-year cycle. However, the Building Department may order an inspection prior to such time if complaints have been made on the condition of the property.
8. On common and public areas of multi-rental dwellings, once a Certificate of Compliance is obtained, inspections will be on a two-year cycle. However, the Building Department may order an inspection prior to such time if complaints have been made on the condition of the property.
9. Violations are sent by registered mail to the responsible local agent. All violations must be corrected within the time prescribed by the city's Building Department. Failure to correct the violations may result in additional re-inspection charges, as well as penalties.
Note: It is unlawful to transfer ownership of a rental dwelling or unit while there is an open notice of violation, unless the transferee acknowledges the violation in a signed and notarized writing.
10. All listed violations must be corrected within the time allotted by the city's Building Department. Proper permits must be obtained by licensed contractors for all repairs requiring a permit. The responsible local agent will be notified of the re-inspection date to determine if violations are corrected. Failure to have all violations corrected by the re-inspection date will result in additional re-inspection charges, penalties and revocation of the Certificate of Compliance.
11. All inspections are to be performed by the Melvindale Building Department and/or the city's firedepartment.
12. A copy of the city's current rental ordinances is available at: https://library.municode.com/mi/melvindale/codes/code_of_ordinances under Article X. - Rental Dwellings and Rental Units.
13. If you have any questions, please contact the city's Building Department at (313)429-1060.



City of Melvindale

BUILDING DEPARTMENT

3100 Oakwood Boulevard • Melvindale, Michigan 48122
(313) 429-1060 • Fax (313) 383-3993 • www.melvindale.org

Address: _____

APPLICATION FOR: **CERTIFICATE OF COMPLIANCE & RENTAL REGISTRATION**

THIS IS AN ADMINISTRATIVE INSPECTION INTENDED FOR CITY USE. THE CITY OFFERS NO WARRANTIES EXPRESS OR IMPLIED BASED UPON THESE INSPECTIONS AND WARNS THAT ADDITIONAL UNNOTICED VIOLATIONS MAY EXIST. (THIS INSPECTION IS NOT INTENDED TO TAKE THE PLACE OF A PRIVATE HOME INSPECTION.) **NOTE: THIS IS NOT A PERMIT FOR USE OR OCCUPANCY OF LANDS OR BUILDINGS.**

The undersigned hereby makes application for a Certificate of Compliance for rental property as herein described.

TYPE OF INSPECTION: _____ **Date Applied:** _____

X Rental Ordinance **Location Address:** _____

Building Use (circle): Single-Family Multi-Family Other: _____

PLEASE PRINT:

I, _____, the applicant, am the: (select one)

Owner Responsible Local Agent Tenant Other _____ HEREBY AFFIRM that all the above statements are true to the best of my knowledge and belief, and that the provisions of all Ordinances applicable hereto will be strictly complied with.

Company Name: _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____

Email: _____

Driver License Number: REQUIRED Do not leave blank _____ **Copy of Driver's License Required

Date of Birth: REQUIRED Do not leave blank _____

*If you would like the inspector to schedule with the tenant directly please fill tenant name and number out below.

Tenant Name: _____ Tenant Number: _____

Registration Required with Re-Inspection

RENTAL PROPERTY REGISTRATION

I fully understand the registration requirements, and implications required by Code of Ordinance, Sections 5-301 thru 5-318, pertaining to owning and renting of dwelling units and further agree that all notices, correspondence, violations and citations, as well as any other legal documents, may be served either to the owner or responsible local agent; and further agree to notify the Building Department upon the sale or transfer of the property, or change of responsible local agent; and further to comply with all ordinances and inspection requirements of the City of Melvindale, and to pay all associated fees and obtain a Certificate of Compliance as required.

Legal Owner: _____ Signature _____ Date _____

Responsible Local Agent/Proxy: _____ Signature _____ Date _____

Building Department Use Only:
 If Registration not required

Certificate Number: CC _ - _ Registered: Yes No

RENTAL PROPERTY PROXY

To be filled out by owner only. If you do not require a property manager or agent to manage your property on your behalf skip to the next section. If filled out by a property management company or agent please attach a copy of management agreement or POA.

Fill out the following required section if you would like to authorize another individual as your acting agent/proxy:

I, _____, the legal owner authorizes the following individual _____ to make decisions regarding the property located _____ on my behalf until the date: _____. I understand this authorization is only for up to 2 years from application date and will require renewal when the property is due for inspection. Reregistration will be required.

Responsible Local Agent

Contact Name _____
Company: _____
Address _____ City/State/Zip _____
Primary Phone _____ Email _____ @ _____
Cell Phone _____ 24 Hour Contact # _____
Date of Birth _____ Drivers Lic. # _____

Or attach a copy of the following:

- Power of Attorney Estate Executor Proxy Letter Property Management Contract

Required

ATTACH A COPY OF
**OWNERS
DRIVERS LICENSE
(REQUIRED)**

Address: _____
Certificate Number: CC - _____

(RE)

APPLICATION FEE: \$ _____
REGISTRATION FEE (see back): \$ _____
PAST DUE FEES (if applicable): \$ _____
ADMINISTRATIVE FEE: \$ _____
TOTAL: \$ _____

RESIDENTIAL RENTAL INSPECTOR - ANDY BOVAIR (313) 338-5135

CERTIFICATE OF COMPLIANCE INSPECTION:
Single Family Residence: \$180.00 *Two-family Residence:* \$250.00
Multiple Residential: per building/common area \$180.00 Plus each unit: \$65.00.
NOTE: Certificate of Compliance inspections may reveal violations that require a permit and additional inspection.

RENTAL REGISTRATION:
Single Family Residence: \$35
Two and Multi-Family Residence: \$35 for the first plus \$2 for each additional unit.

Distributed: Yes No



City of Melvindale

BUILDING DEPARTMENT

3100 Oakwood Boulevard • Melvindale, Michigan 48122
(313) 429-1060 • Fax (313) 383-3993 • www.melvindale.org

PROPERTY INSPECTION RATES EFFECTIVE JANUARY 2018

<u>CERTIFICATE OF COMPLIANCE</u>	<u>Application</u>	<u>Registration</u>	<u>Administration</u>	<u>Total</u>
SINGLE FAMILY RESIDENCE:	\$180.00	+ \$35.00	+ \$25.00	= \$240.00
TWO FAMILY RESIDENCE:	\$250.00	+ \$37.00	+ \$25.00	= \$312.00
MULTIPLE RESIDENTIAL PER BUILDING/COMMON AREA:	\$180.00	+ \$35.00	+ \$25.00	Contact the Building Department for totals..
For each additional unit add:	\$65.00	+ \$2.00		

MISCELLANEOUS FEES

Rental Registration LATE FEE:	\$25.00
Residential Rental Inspection LATE FEE:	\$100.00
Rental Inspection: No Access/No Show REINSPECTION FEE:	\$150.00
Returned check fee:	\$55.00
