



# City of Melvindale

## BUILDING DEPARTMENT

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

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## CERTIFICATE OF COMPLIANCE

### INSPECTION AND COMPLIANCE INFORMATION

#### 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*

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

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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.<sup>1</sup> 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.**<sup>1</sup> 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 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.

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<sup>1</sup> 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](http://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 Occupancy<sup>2</sup> 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.

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<sup>2</sup> 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](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.



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### 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