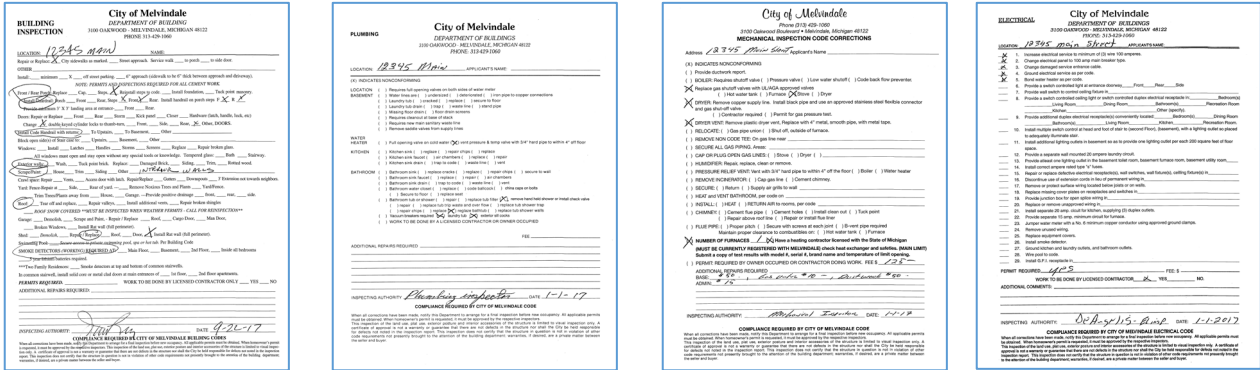


# City of Melvindale Certificate of Occupancy General Process

**WHAT A CERTIFICATE OF OCCUPANCY IS:** A Certificate of Occupancy, also referred to as a C of O, is a Certificate issued by the City of Melvindale that states that the property in question was suitable for occupancy as of the date of issuance. A Certificate of Occupancy is good for 2 years from the effective date.

**Step 1: Initial Inspection:** For all properties a Building, Plumbing, Mechanical, and Electrical inspection is required. For commercial, apartments, and other qualifying properties a Fire Inspection may also be required. The fees paid at this time cover one visit to the property by each of the required inspectors. The inspectors come out in a block of time between 9am and 1pm on a Wednesday or Friday and inspect the property for safety hazards. Any corrections the inspectors find will be written out and given to the applicant. The inspection reports will look like the following:



**AS IS POINT:** Once the inspections are completed, this is the “as is” point of inspections per the City of Melvindale Code. “As is” sales are considered to be *any* sale that closes prior to acquiring a full Certificate of Occupancy\*. Who does repairs in a sale is up to the negotiations between the buyer and seller and is not dictated by the city or the inspections listed. It is the applicant’s duty to provide copies of the inspections to all interested parties.

**VACANCIES:** New occupancy, sale, or title transfer of any property not covered by an active Certificate of Occupancy is forbidden and may result in legal action.

**IN OCCUPANCY:** Pre-existing occupants that do not intend to move, such as a tenant or relative, in which a sale or transfer is taking place, may continue to occupy an existing property as long as it is deemed reasonably fit by the inspectors for occupancy while a Certificate of Occupancy is being completed.

**Step 2: WAIVER OF COMPLIANCE:** A Waiver of Compliance is an agreement between the buyer and the City of Melvindale in which the buyer acknowledges that they will assume all responsibility for repairs before the sale of the property.\* The buyer or their legally approved representative should come to the City of Melvindale and apply for the Waiver of Compliance a minimum of one week prior to closing in order to avoid a title denial that could delay your closing date. *Please read the agreement carefully.* Failure to complete a Waiver of Compliance prior to the sale of a property that is not covered by an active Certificate of Occupancy may result in legal action against the Seller, Buyer, Agents and or Title Company.

**\* Initial inspections must be completed prior to applying for a Waiver of Compliance.**

**ESCROW:** An Escrow is required for all “as is” sales, transfers and qualified rentals.\*\* The minimum amount of escrow required for any given property in an “as is” sale is, \$500 plus nonrefundable \$45 application fee, and \$25 administrative fee. At the discretion of the inspector a larger escrow amount may be required based on the degree of repairs needed for occupancy of the property.

**POST SALE ESCROW:** An escrow is STILL required by the buyer if they purchased and occupied a property without having done the initial inspections or acquired a waiver. It is the responsibility of the buyer/new owner to come in and apply for a C of O and after the initial inspections have been completed, apply for a Temporary Certificate of Occupancy and pay the Escrow amount as required.

**\*\* Initial inspections must be completed prior to applying for an Escrow.**

**SALE OF PROPERTY IS ALLOWED ONLY AFTER THIS POINT:** *The property may be sold only after this point as long as a WAIVER OF COMPLIANCE is completed and an ESCROW is deposited with the city prior to closing, however, all of the corrections listed on the reports must be completed before the property may be certified and occupied.*

*(Continued on the back.)*

DO NOT SELL

**Step 3: PERMITS:** Permits and or reinspection fees must be pulled in order to make ANY corrections for the following fields of an Initial C of O inspection: Building, Plumbing, Mechanical and Electrical. The permits pulled include the fees to cover only one visit by the inspectors. Please check with the Building Department Clerk to confirm your fees and plan ahead.

**WHO CAN PULL PERMITS:** Two kinds of permits are available, Homeowner and Licensed Contractor. If you choose to hire a licensed professional they must pull the permit, be licensed by the State of Michigan, and registered with the City of Melvindale Building Department prior to doing the work. Registered contractors are required for work on all commercial properties.

**Step 4: RE-INSPECTIONS AND FINAL – C OF O INSPECTIONS:** Once all of the required permits have been pulled and the work has been completed to code then it is time for reinspections. If the inspections are found to be approved by all of the inspectors and furnace permit submitted and Approved then the Certificate of Occupancy will be issued. If the property has been found to still require corrections a reinspection fee will be required.

**FEES:** For Permits and Reinspections. Residential Minimum: \$65. Commercial Minimum: \$140. Industrial Minimum: \$165

**VIOLATIONS:** An inspection done on a permit that is Disapproved by an inspector will be issued a Violation and require a reinspection fees to be paid before a certificate will be issued.

**ESCROW REFUND:** Once all inspectors approve the property a Certificate of Occupancy will be issued and qualifying Escrows will be will be automatically processed for either refund or forfeiture. Please note all dates regarding forfeiture and refunds on your Escrow Agreement. If you qualify for a refund you will receive a call from the City Clerks Department when it is ready. A valid driver's license is required.

**FINISHED: CERTIFICATE OF OCCUPANCY:** Congratulations, you have a Certificate of Occupancy. Once issued Certificate of Occupancy will be mailed to the original applicant, and is valid for 2 years from the issue date. The certificate is valid for transfer of property and is not issued to an individual but the property and is good for sale, vacancy and rental for 2 years from the effective date.

\*Rental properties may not be sold, or title transferred under a Certificate of Compliance (rental inspection).

**This is a general and basic review of the Certificate of Occupancy process for the City of Melvindale. Additional fees, and conditions may apply. For more information please refer to the City of Melvindale Ordinance at [https://library.municode.com/mi/melvindale/codes/code\\_of\\_ordinances](https://library.municode.com/mi/melvindale/codes/code_of_ordinances). Special conditions and circumstances relating to “City of Melvindale Certificate of Occupancy General Process” may be made on behalf of the property only at the discretion of the Inspectors and or the Building Official and or City Council. For any additional question please contact the Building Department at 313-429-1060.**