



# City of Melvindale

## BUILDING DEPARTMENT

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# CERTIFICATE OF OCCUPANCY FEES AND SCHEDULING

### 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.**

*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*

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In cooperation with the City of Melvindale  
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## FEES AND SCHEDULING

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### FEES

#### COST OF INITIAL CERTIFICATE OF OCCUPANCY INSPECTIONS:

<u>Initial Inspection</u>	<u>Inspection Fee</u>		<u>Administrative Fees</u>		<u>Total Fee</u>
<i>Single-family residence</i>	\$180.00	+	\$25.00	=	\$205.00
<i>Two-family residence</i>	\$250.00	+	\$25.00	=	\$275.00
<i>Multiple Residential COMMON AREA</i>	\$180.00	+	\$25.00	=	\$275.00 min
+EACH UNIT	\$ 65.00 per unit				
+RENTAL REGISTRATION FEES	\$35+\$2 per unit				
<i>Commercial –</i>					
- under 10,000 sq. ft.	\$250.00 plus \$25.00 Administrative Fee				
- Each additional 10,000 sq. ft.	\$100.00				

**\*\*\* IMPORTANT NOTE:**

**Certificate of Occupancy Inspections normally reveal violations. Note that reinspection permits are required for each trade in which violations are found. Occupancy is not allowed until corrections have been made and approved by all inspectors and a Certificate of Occupancy has been issued.**

#### *Reinspection and/or permit fees*

For each field with violations: \$ 50.00 + \$25.00 = \$75.00 min

For all permits totaling over 200 an administrative fee of \$25 is charged.

#### Apartment Complex

LATE FEE PER UNIT: \$150.00

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### SCHEDULING

Inspections are completed on WEDNESDAY and FRIDAY mornings between 9:00 a.m. and 1:00 p.m. All inspections are done on the same day.

*Water* – all properties without water on the day of initial inspection will require reinspection. Fees will apply.

If the property has plumbing in good working order you will want to confirm the water is on in order to avoid potentially unnecessary reinspection fees. Check with the City of Melvindale Water Department regarding your water status and for scheduling to confirm your service will be on at least 24 hours before your inspection date.

*Electrical* - all properties without electricity on the day of initial inspection will require reinspection. Fees will apply.

If the property has electrical wiring in good working order you will want to confirm it is on in order to avoid potentially unnecessary reinspection fees. Check with your utility provider regarding your

electrical status and for scheduling to confirm your service is on at least 24 hours before your inspection date.