



Building Department  
 6000 Middlebelt Road, Garden City MI 48135  
 734.793.1650  
**24 hour inspection line 737.793.1656**  
**building@gardencitymi.org**

Date \_\_\_\_\_

**CERTIFICATE of OCCUPANCY APPLICATION – RESIDENTIAL**

**1. Building Information**

Property address \_\_\_\_\_  
 Property ID \_\_\_\_\_  
 Type of Housing (please circle):      OWNER OCCUPIED      RENTAL HOME  
**\*If rental, a rental registration form will also need to be submitted**

**2. Applicant Information**

**\*\*Please note, NO inspections will be scheduled until the applicant's mailing address is verified\*\***  
 Applicant Name \_\_\_\_\_ Driver's License # \_\_\_\_\_  
 Mailing address \_\_\_\_\_ Suite/Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Main Telephone # \_\_\_\_\_ Other Telephone # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Relationship to property (please circle)      OWNER      PURCHASER      LISTING AGENT

**3. Fee**

- Initial and Final Home inspections - **\$200.00**
  - Any Additional Re-inspections - **\$35.00**
- \*Please note, all refunds subject to 25% service fee**

I acknowledge that the information contained in this application is true and that I obtained a copy of the housing quality standards from which my property will be expected to comply in order to be issued a rental certificate. Per City Ordinance, I understand that per City Ordinance, the residence cannot be occupied until:

1. A furnace certification from a registered license contractor is received.
2. A roof affidavit has been signed from the purchaser.
3. The property has been inspected and approved by the City.

Name Printed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Affidavit - Accepting the Current Condition of the Roof**

Date\_\_\_\_\_

To Garden City Building Department:

I, \_\_\_\_\_ accept the roof on the house and/or garage at  
Name of purchaser\*

\_\_\_\_\_ in its current AS-IS condition.  
Property address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

# CERTIFICATE OF OCCUPANCY RESIDENTIAL HANDOUT

Pursuant to the City of Garden City ordinances, homes for sale must be inspected to ensure compliance with minimum housing standards. Noted violations must be corrected and all repairs must be made before occupancy is allowed.

## **§154.466 CERTIFICATE OF OCCUPANCY**

A Certificate of Occupancy shall be required prior to occupancy or re-occupancy of any use of land, building or structure. It shall be unlawful for any person, firm or corporation to hereafter occupy or re-occupy, or for any owner or agent to permit the occupation or re-occupation of any building or addition thereto or part thereof, for residential purpose until a certificate of occupancy has been issued by the Department of Building and Engineering.

## **SUBMIT COMPLETED APPLICATION AND FEE**

Property owners, legal representatives, or listing real estate agents may schedule an inspection by completing the Certificate of Occupancy Residential Application form. **(Documentation must be provided to show legal status for Power of Attorneys, Executors or Trustees)** Application must be filled out in full. This includes driver's license number, phone numbers and email address.

A complete application and \$200.00 non-refundable fee must be submitted prior to the scheduling of any inspections.

- Includes (2) inspections
- Each subsequent inspection = \$35.00
- A \$35.00 fee will be charged for cancelling a scheduled inspection (unless more than 1 business day notice is provided)

## **SCHEDULING AN INSPECTION**

The Building Department is open from 9am - 5pm Monday - Thursday; Friday 8am - 4pm

- Please allow two (2) weeks for your inspection to be scheduled
- Inspections are performed Monday - Friday, from 9am to 4pm  
Applicant can choose **AM or PM time blocks**  
**AM:** anytime between 9am to 12pm  
**PM:** anytime between 12pm to 4pm
- After scheduled inspection, the Building Inspector will email the violation list to the email address that was provided on the certificate of occupancy application.

## **\*SPECIAL NOTE ABOUT UTILITIES**

Utilities must be turned on so that a complete inspection can be performed. If an inspector cannot complete an inspection, another inspection must be scheduled, and a \$35.00 reinspection fee will be charged.

## **PREPARING FOR YOUR INSPECTION**

- Make sure all areas of the house and garage are accessible for the inspector. (Inspector will not move furnishings, personal item's, or appliances)
- Clean up exterior yard and property. Cut the lawn, trim overgrown bushes, and shrubbery.
- Remove trash, debris, and non-useable items throughout property.
- Repair broken or hanging shutters, awnings, light fixtures, etc.
- Loose siding, chipped and peeling paint is not acceptable for the house, garage or shed.
- Make sure fences are repaired, painted and in good condition.
- Sidewalks are installed.

- Windows must be property glazed and sealed.
- Replace missing storm windows or screens, doorknobs, or handles.
- Check for leaking or dripping water supply lines and shut-off valves throughout the house.
- Smoke detectors are required to be installed in each room used for sleeping, outside each room used for sleeping and in each story of the dwelling - including the basement. Smoke detectors shall be installed per manufacturer's specifications.
- Ground-fault interrupter outlets (GFI's) are required to replace existing outlets in bathrooms, existing outlets within six feet of kitchen sink, existing wall outlets in the garage and on the exterior of the property.
- Vacuum breakers, also known as backflow prevention devices, are required on laundry tubs and outdoor waterspouts.
- Outlet and light switch plate covers are required over all electrical switches and outlets. (Many people forget to replace them after painting)
- Handrails are required on stairways with three (3) or more steps.
- Basement stairs must be enclosed by a guardrail or wall. (Children and pets have been known to fall off basement stairways because proper guardrails are not present)
- Certificate from a licensed heating contractor must be submitted that indicates the heating unit was inspected and is functioning properly. The invoice or certificate must have the technician's signature and license number. The invoice/certificate must be dated within the past 6 months of submittal.

### **CORRECT ALL VIOLATIONS**

- Violations must be completed within **90 Days** of the application date.
- Violation list will automatically close out at **90 Days**. If you need additional time to complete the violation list, you can request an extension by emailing the Building Official. This must be done prior to the list expiring.
- All violations listed on the inspector's report **MUST** be completed for the Certificate of Occupancy to be issued.

### **SCHEDULE FINAL INSPECTION ON PROPERTY**

- Inspections are performed from 9am - 4pm Monday - Thursday; Friday 8am - 4pm
- Applicant can choose **AM or PM time blocks**
  - AM:** anytime between 9am to 12pm
  - PM:** anytime between 12pm to 4pm
- If the final inspection is not approved, additional re-inspections will need to be scheduled as work is completed until a full approval is obtained
- Each re-inspection will be charged an additional \$35.00 per inspection as mentioned above
- Full approval includes the submission of the following documents
  - Proof that a licensed mechanical contractor inspected and certified the furnace
  - An affidavit stating that the new owners accept the current condition of the roof(s)

### **CERTIFICATE OF OCCUPANCY ISSUANCE**

- Once full inspection approval is obtained, a certificate of occupancy certification can be issued by the Building Official.

### **TEMPORARY CERTIFICATE OF OCCUPANCY**

- Temporary Certificate of Occupancy are only issued from December 1<sup>st</sup> through March 31<sup>st</sup> (March date may change depending upon weather)

- All Temporary Certificate of Occupancy expire on July 1<sup>st</sup>.
- Residential Temp C of O
  - \$50.00 non-refundable fee
  - \$300.00 bond to ensure work is completed and final certificate of occupancy is issued in a timely fashion

### **CERTIFICATE OF OCCUPANCY OBTAINED IN CONJUNCTION WITH A RENTAL CERTIFICATION**

- Both Certificate of Occupancy AND the Rental Registration Applications must be filled out and on file with the Building Department.
- **Only (1) \$200.00 fee is required if forms are submitted and inspections are done simultaneously.**
- Certificate of Occupancy and the Rental Certificate will be issued simultaneously once a full approval of an inspection is obtained.

**A Rental Certificate is valid for (3) years from the application date.**

**THE FOLLOWING MUST BE PROVIDED BY YOU BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED:** Provide proof (dated receipt signed by the technician) of inspection of furnace by a licensed heating contractor, showing the type of test performed, and heat exchanger inspection. Include technician license number, with address and phone number and include results of carbon monoxide test readings.

**ROOF AFFIDAVIT--** letter signed by the purchaser of the inspected property or by the owner of a rental property.  
**FIREPLACES—**All natural solid fuel fireplaces need a clean and Safety check by a licensed chimney contractor.

## **EXTERIOR**

1. **PREMISES IDENTIFICATION.** Buildings shall have address numbers placed in a position plainly legible and visible from the street fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inch high with a minimum stroke width of 0.5 inches. IPMC 304.3
2. **EXTERIOR PROPERTY** shall be maintained in a clean, safe and sanitary condition. IPMC 302.1
3. Concrete must have no trip hazard. Including all sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept free of hazards. IPMC 302.3 & Ord. 94.37
4. **SIDEWALKS.** All sidewalks shall be installed in front of and along the side of any property, along any roadway, which is currently vacant of sidewalks. Ord. 94.35
5. **WEEDS.** All exterior property shall be maintained and free of weeds or excess plant growth. IPMC 302.4
6. **RODENT HARBORAGE—**All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair. And to all city ordinances. IPMC 302.5
7. **SWIMMING POOLS—**Swimming pools shall be maintained in a clean and sanitary condition, and in good repair. IPMC 303.1
8. **Exterior--**Peeling, flaking and chipped paint shall be eliminated, and surfaces repainted. IPMC 304.2
9. **Foundation walls** shall be maintained plumb and free from open cracks and breaks. IPMC 304.5
10. **EXTERIOR WALLS** shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. IPMC 304.6
11. **ROOFS AND DRAINAGE.** Roof and flashing shall be sound, tight and that have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that crates a public nuisance. IPMC 304.7
12. **SCREENS—**every door, window and other outside opening shall be supplied with approved tightly fitting screens and every screen door shall have a self-closing device in good working condition. IMPC 304.14
13. **WINDOWS—**Maintain in good repair, operable, weather tight and all locks to work properly. IPMC 304.13
14. **All siding and masonry joints,** as well as those between the building envelope and the perimeter of windows, doors and skylights shall be maintained weather resistant and water tight. IPMC 304.2
15. **APPROACH--**Residence must have minimum 9' x 40' paved off-street parking street approach. Ord. 154.068 & Ord. 94.16
16. **CHIMNEYS--** shall be maintained structurally safe, sound and in good repair. IPMC 304.11

## **BUILDING**

17. **INTERIOR GENERAL.** The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property. IPMC 305.1
18. **INTERIOR SURFACES—**All interior surfaces, including windows and doors, shall be maintained in good, clean, and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed, or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected. IPMC 305.3
19. **Handrails** must be in place, secure and in good condition at all stairways to code. IPMC 305.5, 307.1
20. **STAIRS AND WALKING SURFACES.** Maintain every stair, ramp, landing, balcony, porch deck or other walking surface shall be structurally sound, in good repair, with proper anchorage. steps shall have a max 8 1/4" h rise and equal spacing of each riser—IPMC 305.4; MRC R311.7.4.1
21. **GUARDRAIL** open side of stairs, landings, balcony, porch deck ramp or other walking surfaces which is more than 30 inches above the floor or grade below shall have guards. IPMC 307.1
22. **INTERIOR DOORS—**Every Interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware. IPMC 305.6
23. **INFESTATIONS—**All structures shall be kept free from insect and rodent infestation. IPMC 309.1
24. **LOCKED DOORS—**All means of egress doors shall be readily open able from the side from which egress is to be made without the need for keys, special knowledge, or effort. IPMC 702.3
25. **EMERGENCY ESCAPE OPENINGS—**required emergency escape openings shall be maintained in accordance with the code. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. IPMC 702

## ELECTRICAL

26. ELECTRICAL SYSTEM HAZARDS—Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected or eliminate the hazard.
27. SMOKE ALARMS MUST BE ON EACH LEVEL OF THE HOUSE, IMMEDIATE VICINITY OF BEDROOMS, AND IN EACH BEDROOM. MRCR314, IPMC 704.2 Battery operated smoke detectors are acceptable in dwellings where no construction is taking place, buildings not served by a commercial power source.
28. HARDWIRED SMOKE DETECTORS. Any units installed in the structure shall all be maintained in operational condition, maintain interconnection, and shall receive their primary power from the building wiring. Wiring shall be permanent and without a disconnecting switch other than as required for over current protection. IPMC 704.3, 704.4
29. Three prong, grounded outlets required in kitchen with GFCI protection. IPMC 604.3 & 605; MRC E3902, MRC E3802.6
30. Replace all paint covered outlets IPMC 604.3; NEC 110.12
31. Grounded outlet for washer/dryer-- & GFCI laundry outlets 6' of water IPMC 604.3.1 & 605.2; MRC E3802.7
32. GFCI GARAGE OUTLETS and accessory buildings. IPMC 604.3; MRC E3802.2
33. Any exterior outlets must be waterproofed and have a G.F.I. IPMC 604.3, MRC E3802.3
34. Grounded GFCI plugs must be in all bathrooms. IPMC 605.2; MRC E3902, E3802.1; NEC 210.8
35. Bathrooms with no operable window must have a working exhaust fan. IPMC 403.1 & 403.2
36. Dwellings shall be served by a three wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amps. IPMC 604.2
37. EXTERIOR ELECTRIC SERVICE – must have a 10' clearance for electrical lines – from ground to overhead. 3504.2.2
38. BOND (GROUND) ELECTRIC PANNEL TO CODE IPMC 604.3, 605; MRC E3607
39. BONDING WIRE REQUIRED FOR WATER METER –IPMC 604.3; MRC E3609
40. All wiring must be to code. (Provide covers on all junction boxes, outlets, and switches) IPMC 605
41. Any unused wiring must be removed. Overhead wiring to the garage is not allowed. IPMC 605
42. NOTE: Electrical box CANNOT be located in any bathroom. MRC 3901.7

## PLUMBING/MECHANICAL

43. HEATING—dwelling units shall be provided with heating facilities capable of maintaining a room temperature of 68 degrees F (20c) in all habitable rooms, bathrooms, and toilet rooms. Cooking appliances shall not be used to provide space heating to meet the requirements of this section. All heating equipment will require a cleaning and safety inspection conducted by a licensed mechanical contractor that is registered with Garden City. You must submit a copy of the paid receipt with CO2 results.
44. PLUMBING—All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. IPMC 504
45. Hot Water tank—an approved combination temperature and pressure-relief valve and relief valve pipe within 4" of floor shall be properly installed and maintained on water heaters. IPMC 505.4
46. DRYER VENTING--Provide a rigid (smooth) metal pipe for the dryer exhaust (accordion type is not acceptable). IPMC 607.1; M1502.4.1
47. Provide gas shut-off valve for hot water heater (within 6' feet of hot water heater). MRC G2420.5
48. Seal around furnace and hot water tank vent at chimney. IPMC 505.4, 603; IMC M1803.3
49. Provide back flow preventer on laundry tub and all exterior hose bibs. IPMC 504.3

**IF INSPECTOR IS UNABLE TO ENTER ADDRESS FOR ANY SCHEDULED INSPECTION, AN ADDITIONAL \$30.00 FEE WILL BE REQUIRED BEFORE THIRD INSPECTION. All violations need to be corrected within 90 Days and re-inspected.**

It is important that arrangements be made for an adult to be at the home between the hours of 9:00 and 5:00pm on the day of the inspection. An A.M. or a P.M. time frame may be requested by you. We will try our best to accommodate your needs. However, this will depend on the inspector's schedule, and an A.M. or P.M. time frame cannot be guaranteed.

CERTIFICATE OF OCCUPANCY IS NOT TRANSFERABLE.

**ADDITIONAL RESALE OR RENTAL INFORMATION FOR MULTIPLE FAMILY DWELLINGS**  
**GARDEN CITY BUILDING DEPARTMENT**  
**GARDEN CITY ORDINANCE 154.486**

In addition to compliance with rental and certificate of occupancy requirements outlined in the residential section of Garden City's certification process and IPMC, Apartment dwellings must also comply with the following:

**NOTE:** The items listed below are a summary of items the inspector will be checking. These are items that will be checked for the safety and welfare of occupants. Note: Please check the list and take care of any items that need attention prior to the inspection. This is a checklist provided for your convenience and does not mean other items not listed will be found.

**EXTERIORS**

1. **PROVIDE DUMPSTER (S) AND/OR ENCLOSURE (S) (PERMIT REQUIRED) GC Ordinance 54.04, 54.08 & 154.032**
2. **MAINTAIN PARKING LOT GC Ordinance 154.068 (L) All parking areas shall be maintained free of dust, trash, and debris. Surfacing, curbing, lighting, fixtures, signage, lane marking, space striping and related appurtenances shall be maintained in good condition.**

**INTERIORS**

1. **Provide furnace/boiler inspection from a licensed heating contractor or State of Michigan boiler certifications if required.**
2. **Emergency lighting in operable condition and battery backup functioning.**
3. **Provide smoke detectors in accordance with IPMC 704.2, MRC R314 & IFC 907**
4. **Proved clearly marked means of egress with aisles and corridors open and accessible. Doors used for egress not locked or blocked.**
5. **Fire extinguishers shall be operational, tagged/certified by licensed fire systems inspector and provided according to International Fire Code standards. IFC 906**
6. **Hazardous or flammable materials are prohibited from storage in building.**
7. **Mechanical room (fire separation, self-closing fire rated door; 20-minute fire separation**
8. **Provide clear access to all utility meters.**
9. **Provide current backflow preventer tests results from certified inspector.**
10. **Automatic fire sprinkler systems and hoses if present shall be in working order and tested according to International Fire Code Standards.**