

27600 Jefferson
St Clair Shores, MI 48081

City of St. Clair Shores

586-447-3340
586-445-4098 (fax)

Registration of a Non-owner occupied property and Application for Certificate of Compliance

Date: _____

Address: _____ Number of Units: _____

OWNER INFORMATION-ALL INFORMATION IS MANDATORY

Name: _____ Are you an LLC: **YES** **NO** (circle one)

If LLC, what is the Officer's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone: _____ Evening Phone: _____

Driver's License #: _____ Date of Birth: _____

Email Address: _____

AGENT/MANAGER INFORMATION (if applicable)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone: _____ Evening Phone: _____

Email address: _____

TENANT INFORMATION (if available)

Name: _____ Name: _____

Day Phone: _____ Day Phone: _____

x _____ x _____ x _____
Signature of: Owner Agent Printed Name Date

MAKE CHECKS PAYABLE TO: City of St. Clair Shores

- Single Family - **\$150**/1st 3000 sq ft (ea add'l 1000 sq ft + \$10)
- Multiple Family - **\$150**/1st unit (ea add'l unit in same building + \$50)
- Fee includes original Inspection & one reinspection for compliance.
- Re-scheduled Inspection \$30 (No one at site at scheduled time \$30)
- Re-Inspection for Non Compliance at 50% of original fee

IF THE PROPERTY HAS BEEN SOLD, YOU MUST SUPPLY THIS DEPARTMENT WITH A COPY OF THE RECORDED LAND CONTRACT OR DEED TO HAVE YOUR NAME REMOVED FROM OUR RECORDS.

OFFICE USE ONLY

- New
- Re-reg
- Assessing
- Scheduled

Date: _____

CITY OF ST. CLAIR SHORES
Community Development Department
27600 Jefferson Circle Drive
St. Clair Shores, MI 48081
(586) 447-3340

RENTAL CHECKLIST FOR CERTIFICATE OF OCCUPANCY
(General Overview with Item Explanation)

STRUCTURAL AND MAINTENANCE: (Interior and Exterior)

1. **Chimney:** Check for deteriorating or crumbling caps, missing or deteriorated mortar joints, and screen cover (1/2" galvanized mesh to extend at least 6" above flue liner).
2. **Roof:** Check for leaks, missing shingles and/or small holes that allow the wood to rot underneath causing a structural hazard.
3. **Gutters:** Check that gutter is not sagging or pulling away from fascia board; galvanized type must be painted to retard rust; and that gutters and downspouts do not contain holes or leaking joints. Downspouts require 5' extensions directed towards front or rear of dwelling
4. **Entrance Porches and Dust Porches:**
 - a. Wood – Check for any structural problems, deteriorated decking, deteriorated or missing railing, unpainted wood steps which would permit rot or heaving.
 - b. Concrete and/or Brickwork – Check for any structural or other significant cracks requiring tuck pointing or repair, excessive settlement, spalling, or tipping affecting safety.
 - c. Steps – Maximum rise 8-1/4", tread: Minimum width 9-1/2", equal rise from walk to porch cap.
5. **Paint:** Check for peeling, blistering or flaking. These areas would require scraping and painting. Base wood (beams, door, etc.) if deteriorating, requires replacement.
6. **Debris:** Check for debris in walkways, basement, attic, garages and yards, and particularly fire hazards adjacent to furnaces, water heaters and under stairwells.
7. **Vermin:** Check garage, accessory buildings for rat/rodent evidence. Check house foundation, if no basement. Rat proofing required for all structures.
8. **Stairways:** Check for rotted wood or inadequate structural conditions which could render stairs unsafe under heavy loads.
9. **Handrails:** Check handrails to ensure they are adequately secured and structurally safe.
10. **Windows:** Check for rotted wood, broken or cracked glass and proper operation with window lifts and locks.
11. **Doors:** Check for loose hardware, broken doors, cracked glass, and peeling paint. The garage door should be in a safe and satisfactory working condition. Check that exposed wood doors are properly preserved. All doors to open, close and latch easily.
12. **Walls and Ceilings:** Check for excessive peeling or flaking paint, cracked or deteriorated plaster or drywall (normal hairline cracks are excluded), holes in same. Repairs limited to areas involved. Sand and repaint repaired areas.
13. **Floors:** Check wood, tile and linoleum floors for sections that are rotted, missing, broken or loose. Check sagging floors to determine if joists require additional bracing or support for safety.
14. **Structure and Basement:** Check basement walls for evidence of foundation failure, open holes, or water leaking into basement.
15. **Fences:** All fences should be maintained structurally sound and in good repair.
16. **Concrete walks and driveways:** Must be smooth solid surface. Cracked, raised, heaved slabs or concrete must be leveled or replaced to eliminate all tripping hazards.

(over)

ELECTRICAL:

1. **Circuits:** Check for improper splices and overfusing.
2. **Service:** Check for general condition of main service cables and equipment.
3. **Extension Cords:** Any and all extension cords attached to walls, used instead of permanent wiring, shall not be permitted. Extension cords run under carpeting and from one room to another room or through walls or ceilings shall be eliminated.
4. **System Wiring:** Check for illegal extensions to the wiring system in order to provide light, heat or power.
5. **Illumination:** Check for operable light fixtures in kitchen, laundry, bathrooms, toilet rooms, hallways, stairways, furnace rooms, basement areas. Pendant cord fixtures shall be replaced with keyless or pull chain type. Shower room fixtures shall be approved for wet locations.
6. **Wall Switching:** Check for switch control of lighting fixtures in kitchen, bathroom, hallways, stairways where insufficient lighting constitutes a hazard. One switched control light fixture or receptacle is required in all habitable rooms.
7. **Receptacle Outlets:** General requirements are two wall outlets in each habitable room, three in the kitchen, one in the bathroom and one at the laundry, make sure that ground wires are connected in grounded receptacles.
8. **GFCI Outlets:** All bathroom outlets and kitchen outlets within 6' of a faucet must be GFCI outlets.
9. **Fixtures:** Check for broken or malfunctioning fixtures, and loose connections.
10. **Smoke Alarms:** One battery operated smoke detector on each floor level, including basement. One smoke detector in each bedroom.

PLUMBING:

1. **Waste Lines:** Check for evidence of existing leakage.
2. **Fixture Venting:** Check to see that all fixtures requiring venting are properly vented. Where vent stacks go through roof, check for tightness of seal.
3. **Water Heater:** Check vent pipe for no sag and tight connection to chimney (sheet metal screws must be on all joints of vent pipes). Check that temperature pressure relief valve is an approved type and a drip tube is connected and extends to within 4" of floor. A gas shut off valve must be located at heater.
4. **Sprinkler System/Hose Connections:** Check for vacuum breaker to prevent backflow from lawn system and hose connections into domestic water supply including exterior faucets and laundry faucet.
5. **Vacuum Breakers:** Check to make sure laundry tub and exterior faucets (hose bibs) have vacuum breakers.

MECHANICAL:

1. **Furnace/Boiler:** If five years or older, have boiler or furnace heat exchanger tested by a licensed heating and cooling contractor.
2. **Flue Vent Connector:** Check for no sag and tight seal connections to chimney, sheet metal screws must be on all joints of vent pipes.
3. **Controls:** In general, furnace and boiler heating controls are not tested for proper operation under normal operating conditions. Inspection is usually limited to visual observation of general condition.
4. **Chimney Clean-Out:** Check to see that there is a proper clean-out and satisfactorily cleaned out, tight fitting operable clean-out door, no unplugged openings in chimney.
5. **Leaks:** Check for leaks in steam and hot water heating systems.
6. **Gas Valves:** Check to make sure AGA gas valves are on water heater and furnace.

The above guidelines are intended to be a general summary. Specific defects applicable to individual dwellings or other structures on said premises may be enlarged upon by the inspector in his report, which is available to parties involved in the transaction. Some items are impracticable to inspect, e.g., interior of furnaces, hot water tanks, footings, etc.

THE CERTIFICATE OF OCCUPANCY, THE INSPECTION CHECKLIST, THE INSPECTION REPORT, OR ANY OTHER DOCUMENTS ISSUED BY THE CITY OF ST. CLAIR SHORES, DO NOT CONSTITUTE ANY REPRESENTATION OR WARRANTY AS TO THE CONDITIONS OF THE DWELLING OR OTHER STRUCTURES ON SAID PREMISES DESCRIBED THEREIN (OR ANY ASPECT OF SUCH CONDITION). INTERESTED PERSONS ARE ADVISED AND ENCOURAGED TO MAKE THEIR OWN INSPECTION OF THE PREMISES IN ORDER TO DETERMINE THE CONDITION THEREOF.