

HARPER WOODS BUILDING DEPARTMENT
PROCEDURES FOR OBTAINING CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy is required for all properties within the City.

- Residential certificates are valid for one year or until the property is sold or transferred, whichever comes later.
- Commercial certificates expire every four years or upon change of occupancy.

1. **APPLICATION:**

Application may be obtained on our website at www.harperwoodscity.org or at our office during regular business hours: 19617 Harper Avenue, Harper Woods, MI 48225 – Monday through Thursday 8:30 a.m. – 4:30 p.m.

2. **INSPECTIONS:**

To obtain a certificate of occupancy the building must pass a **PROPERTY MAINTENANCE & LIFE SAFETY** inspection through the Building Department. You must schedule the inspection. The department phone numbers and office hours are listed below.

As the **APPLICANT**, you are responsible for scheduling initial inspections and all follow-up inspections if needed.

BUILDING DEPARTMENT CALL (313) 343-2526
24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS
MONDAY – THURSDAY 8:30 A.M. – 4:30 P.M.

3. **CORRECTIONS:**

You may receive a list of required corrections from the inspector. These corrections need to be made and re-inspected within ten (14) days for existing businesses and before occupancy for residential properties. After you have made corrections you will need to call the number shown above to schedule a re-inspection(s).

Where applicable, repairs **MUST** be done by licensed contractors.

4. RE-INSPECTIONS:

When corrections have been completed, it is your responsibility to call our department to schedule re-inspections. A re-inspection fee may apply. Inspectors will not come out automatically.

5. FINAL APPROVAL:

Once the inspector has given final approval, your Certificate of Occupancy will be issued. You will receive your Certificate of Occupancy via mail.

**CERTIFICATES OF OCCUPANCY EXPIRE UPON ANY CHANGE IN USE,
OWNERSHIP, OR OCCUPANCY AND ARE ****NOT TRANSFERABLE******

COMMON PROBLEMS FOUND ON OCCUPANCY CERTIFICATE INSPECTIONS

We do not want to delay occupancy of your building. Before you schedule your inspection and especially before we get there to do it, please make sure your property is in good condition. Here are some of the common problems that we look for. If you have any questions please contact us before your inspection.

PROPERTY INSPECTION CHECKLIST

The items listed below are a non-inclusive summary of what the Inspector will be looking for during the inspection. The property or unit will be checked for health, safety and items violating the Property Maintenance Code.

EXTERIOR

Premises identification - Buildings shall have approved address numbers placed in a position adjacent to the front door to be plainly legible and visible from the center line of the street. These numbers shall contrast with their background. Address numbers shall be Arabic numerals a minimum of 4 inches.

Sanitation - All exterior property and premises shall be maintained in a clean, safe and sanitary condition.

Weeds - All premises and exterior property shall be maintained free from weeds and shall be mowed to less than six(6) inches.

Rodent harborage - All structures and exterior property shall be kept free from rodent harborage and infestation (rats and squirrels, mice, insects etc.).

Accessory structures - All accessory structures, including detached garages, sheds, fences and walls, shall be maintained structurally sound and in good repair to all city ordinances.

Swimming pools - Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

Sidewalks and driveways - All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

Exterior Structure - The exterior of a structure 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 and maintained in good repair, structurally sound, and weather tight. Cracked, broken or loose plaster; wood, aluminum or vinyl siding; decayed wood and other defective surface conditions shall be corrected.

Foundation walls - All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents, insects and other pests.

Stairways, decks, porches and balconies - Every exterior stairway, deck, porch and balcony, and all accessories attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

Handrails and guards - Every handrail and guard shall be firmly fastened and capable of supporting a 200 lb. lateral load and shall be maintained in good condition.

Operable windows - Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

Window, skylight and door frames - Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

Insect 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.

INTERIOR STRUCTURE

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 shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

Structural members - All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

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.

Stairs and walking surfaces - Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

Handrails and guards - Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

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.

Heating - Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) 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 may require a cleaning and safety inspection conducted by a licensed mechanical contractor.

Fireplaces - fireplaces may require a visual safety inspection by a licensed contractor.

Electrical system hazards - All electrical services shall meet the minimum standards of the International Property Maintenance Code. Where it is found that the electrical system in a structure is not in compliance or otherwise constitutes a hazard to the occupants or the structure by reason of 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 to eliminate the hazard. Screw in fuses must be type S only.

Receptacles - Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one outlet with ground fault circuit interrupter protection. Any outlets in the kitchen, within 6' of the sink, are required to have ground fault circuit interrupter protection. All painted switches and outlets will need to be replaced.

Locked doors - All means of egress doors shall be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort. (No keyed locks on bedroom doors).

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.

Smoke alarms - One smoke detector in each sleeping room, area in the immediate vicinity of the sleeping rooms and one on each level. All detectors must be powered by line voltage or by a battery capable of powering the detector in the normal condition for a life of 5 years.

Laundry tray (tub) - secure to floor, vacuum breaker on threaded faucet.

Outside faucets - vacuum breakers on all exterior hose bibs.

Kitchens - Condition of sink l stopper, dishwasher (air gap on drain), walls, and floors must be water tight.

Bathrooms - condition of water closet, shower stall, bathtub/ stopper, lavatory basin l stopper, stability of vanity, fan vented to the outside or operable window, floor, walls, ceiling, door.

Dryer - Gas or electric clothes dryers that require a vent to the outside shall be installed with metal flexible or ridged metal pipe, duct tape or clamp joints. Must be less than 25' in total length.

This is only a highlight of the items that may be listed for repair. All work that requires permits will be noted. A licensed contractor is required for all work on a rental unit requiring permits. Homeowner permits may NOT be issued for rental properties. Any work found done without permits (no matter how long ago) will require a permit be issued and the appropriate inspections be completed or the violation removed

(Please Type or Print)

CITY OF HARPER WOODS
BUILDING DEPARTMENT
CERTIFICATE OF OCCUPANCY APPLICATION

For Office use only

C/O No.: _____

FEE: \$ 200.00

Property Address: _____

APPLICANT INFORMATION

Name: _____ Email Address: _____

Phone Number: _____ Owners Name (if different than above): _____

Drivers License Number: _____ State: _____ Date of Birth: _____

Home Address: _____ City _____ State _____ Zip: _____

IF A BUSINESS LICENSE IS REQUIRED FOR THIS OCCUPANCY A SEPARATE APPLICATION MUST BE FILED WITH THE CITY CLERK'S OFFICE.

Business License No.: _____ Date of Business License Application: _____

Driver's License No. : _____ Date of Birth: _____

Manager Name: : _____

COMMERCIAL - BUILDING & BUSINESS INFORMATION

Type of Application: New Business Relocation within this City Change of Tenant Change of Ownership

Certificate is required **PRIOR TO OPENING BUSINESS OR OCCUPYING RENTAL PROPERTY**

Property Owner Name : _____ Phone No.: _____

Email: _____ Address: _____ City, State, Zip : _____

- ALL SIGNS REQUIRE SEPARATE PERMITS
- APPLICANT MUST CALL 24 HOURS IN ADVANCE TO SCHEDULE INSPECTIONS AND RE-INSPECTIONS IF NECESSARY
- CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT INSPECTION

I have read and understand the above information and am authorized to act on behalf of the owner of the property or business listed above.

Applicant Signature

Date

Certificate Of Occupancy Fee Schedule

Application Fee	\$200.00
Reinspection Fee *(beyond 2)	\$100.00
Lock Out Fee	\$100.00
Re-instate Suspended or Revoked Certificate	\$100.00
Copy of Certificate	\$ 10.00
Temporary C/O fee (with affidavit)	\$ 75.00
Late Fee **	\$100.00

** Late fee will be assessed if the application and fee are not received before the current expiration date, if the renewal is not completed within thirty (30) days after the expiration date/change of owner; or if a new application for an occupied property has not received final approval within thirty (30) days of the application date.