

Who must have an inspection?!

What Ordinance mandates the necessity of this inspection ?

Owner Occupied Homes

Each time a property transfers ownership, a new inspection must be completed in order to be granted a Certificate of Occupancy, unless the inspection on file with the Building Inspector's office is less than 2 years old.

Non-owner occupied & Rental Units (multi-units)

Due to the increased probability that tenancy will transfer more frequently than an owner occupied property, rental units are to be inspected every 2 years and when the Property is sold to new Ownership.

Apartment Complexes

Due to the increased probability that tenancy will transfer more frequently, these complexes must be inspected every 2 years.

Commercial/Business Properties

There are requirements that must be met for these types of properties as well. Each Business property is required pass a commercial inspection, submit application and fee (\$25.00), and register with the City of Hillsdale Police Department in order to receive a Certificate of Occupancy.



HMC Section 6.91. It shall hereafter be unlawful for any person to enter into the use or occupancy of any structure or portion thereof or to permit or suffer the use and occupancy of any structure or portion thereof located in the city without having first obtained a valid use and occupancy permit from the city building inspector, or his designee, in accordance with the provisions of this article.

HMC Section 6.93. Upon receipt of said application for a use and occupancy permit, the city building inspector, or his designee, shall conduct or cause to be conducted such inspection of the structure and premises as he reasonably requires and deems necessary to assure and determine the compliance of said structure and premises, with the current provisions of the International Property Maintenance Code, as promulgated and published by International Code Council, Inc., and adopted by reference in section 6-61.

This Ordinance can be found in its entirety at www.cityofhillsdale.org



City of Hillsdale Building Inspection Office

City of Hillsdale
97 N Broad St
Hillsdale, MI 49242

Phone: 517-437-6455
Fax: 517-437-6488

E-mail: dturnbull@ci.hillsdale.mi.us

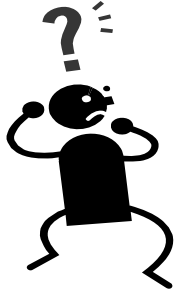
City of Hillsdale Certificate of Occupancy Requirements



City of Hillsdale Building Inspection Office

Tel: 517-437-6455

Why do I need to have a Certificate of Occupancy?!?



In 1979, the City of Hillsdale adopted codes requiring a minimum standard of living for the residents of the City of Hillsdale. By requiring each property or portion of each property to obtain a Certificate of Occupancy, the City mandated the need for each property to be inspected.

By doing this the City hopes to:

- ▶ **Promote the Safety, Health, and Welfare of its residents.**
- ▶ **Reduce Neighborhood deterioration**
- ▶ **Protect diverse housing selection**
- ▶ **Improve our overall City Appearance, that captures the essence of a charming small town community.**

What do I need to?

- 1) Schedule the inspection by calling 517-437-6455 . Please note that an inspection must be requested a minimum of 24- hours in advance
- 2) You, your realtor, or a responsible party (over the age of 18) must be present at the inspection. **NO INSPECTION WILL BE PERFORMED WITHOUT THE PRESENCE OF ONE OF THESE INDIVIDUALS.**
- 3) At the completion of your inspection, the responsible party will receive notification of results and then a report will be compiled and mailed to you with deadlines for repairs
- 4) You will be notified of the expiration date of your temporary occupancy by which time you have to have a re-inspection completed in the event your property did not pass their initial inspection.

Frequently Asked Questions

Does the City inspection replace the need for a certified home inspection?

NO, this inspection is for City Ordinance Compliance only, it requires properties to meet standards of the International Property Maintenance Code. This inspection is not an in-depth inspection of Electrical, Mechanical, Plumbing and/or structural.

What will this cost me?

There is no cost associated with the Residential Inspection or Certificate of Occupancy. A Commercial Certificate of Occupancy requires an application fee of \$25.00

What if my property does not pass inspection?

In most cases a temporary certificate of occupancy will be granted with a maximum time of up to 180 days. This means that the property is habitable during the extension period. However, if the property is found to be uninhabitable due to numerous serious deficiencies, you will be given an extension period *without* a temporary occupancy in order to make necessary repairs. This means the property may not be rented or occupied until a passing inspection is performed.

I just bought a property and I didn't know that a Certificate of Occupancy was required. What do I do?

As a property owner in the City of Hillsdale you are now responsible for inspection and acquiring a Certificate of Occupancy. (Contact your real estate Agent)

As the buyer I am willing to take responsibility for all repairs needed in order to expedite the purchase of the property. What do I do?

If repairs are not completed by time of ownership transfer, submit to our office in writing your intentions of accepting responsibility., form available at www.CityofHillsdale.org .

When Can I schedule an inspection?

Monday - Friday during hours specified by availability of the City of Hillsdale Fire Department.

Is the report public information?

Yes, all reports are on file and are available by request at the City of Hillsdale Building Inspector's Office.

What are the consequences for not adhering to this ordinance?

It is not the City's intention to penalize homeowners for the state of their property. The first priority is to work with individuals to correct any issues that may create a negative impact on our community. However, legal action may be taken by the City Attorney to include prosecution, fines, and fees.

The Top 10 Violations Normally Found During Inspections

- 1) **Smoke Alarms -required in all designated living areas (including each bedroom). CHECK YOUR BATTERIES!**
- 2) **Property Identification Numbers– Must be 4” in height and easily identifiable from the streets.**
- 3) **Handrails– required on incline with 4 or more risers.**
- 4) **Electrical Outlet/Switch Plate Covers**
- 5) **Installation of required second electrical outlet**
- 6) **Chipped or flaking paint on exterior walls, soffits, and fascia.**
- 7) **Missing/broken windows & screens**
- 8) **Over Pressure pipe on hot water heater not installed—or wrong length.**
- 9) **Overall Sanitation of property not in compliance with code.**
- 10) **Required Bathroom Ventilation not installed—required to be electrical or operable window.**