

# City of Westland

**MOHAMED AYOUB**  
DIRECTOR

**ROGER SHIFFLETT**  
BUILDING OFFICIAL

**KEVIN COLEMAN**  
MAYOR



**PLANNING & BUILDING  
DEPARTMENT**

36300 WARREN RD  
WESTLAND, MI 48185  
734-467-3210

BUILDING@CITYOFWESTLAND.COM

## Rental Registration Application

CR\_\_\_\_\_

Property Address\_\_\_\_\_

Single Family \$125.00       Duplex \$175.00       Quadplex \$250.00

Multi Family Apartments \$54.00 X Number of Units\_\_\_\_\_ = \$\_\_\_\_\_

### **Property Owner Information**

Property Owner Name\_\_\_\_\_

Property Owner's Address (if different from above)\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

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

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

### **Agent Information (if applicable)**

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

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

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

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

I have read and understand the **Notice to Owner of Rental Units** that is included with this rental application.

I acknowledge that the inspection fee paid includes an initial and final inspection. If any additional inspections are required there will be an additional charge per each additional inspection. If the inspector is locked out of the unit there will be a lock out fee that will be due before any further inspections will be scheduled. Rental registration is required every three years.

Signature\_\_\_\_\_ Date\_\_\_\_\_  Owner  Agent

Required: Initial Inspection Date; \_\_\_\_\_

## **NOTICE TO OWNER OF RENTAL UNITS**

### **Department Policy**

Rental registration applications shall Schedule the initial inspection at time of application. Cancellation or changes will be charged a re-inspection fee. Nonpayment or non-Re- Scheduling will Incur further Penalties, see Sec 22-607.

All compliance inspections shall be completed within three months of registration unless extended by the Building Official. All rentals that have been certified shall complete Re-registration and Compliance inspections prior to the expiration of the existing certificate. The new certificate will be issued from the compliance date or the expiration date of the previous certificate.

### **Sec.22-601 Purpose**

The purpose of this article is to protect the public health, safety and welfare in buildings intended for human habitation and their accessory structures.

### **Sec.22-603 Registration of Rental Dwellings**

(a) Registry of rental dwellings required. All rental dwellings shall be registered with the building division.

### **Sec. 22-604 Certification of Rental Dwellings**

(a) *Certificate of compliance required.* Rental dwellings shall not be occupied without a rental dwelling certificate of compliance or a temporary rental dwelling certificate of compliance.

(b) *Issuance of certificate of compliance.* The Building Division shall issue a rental dwelling certificate of compliance after the Building Official finds that the rental dwelling, its units, accessory structures and yards comply with the standard set forth in the currently adopted codes- i.e. building code, mechanical code, plumbing code, electrical code, and the property maintenance code.

(f) *Length of time certificate of compliance is valid.* Any new rental dwelling certificate of compliance issued to an owner for a dwelling shall have an expiration date three years from the date of issuance.

### **Sec. 22-605 Inspections**

(c) Once a date for an inspection is scheduled, the owner and/or responsible local agent shall do all of the following prior to the date of the scheduled inspection:

- Inform the tenant or occupant of each dwelling unit scheduled for possible inspection of the date when the inspection is scheduled to occur.
- Request permission from the tenant or occupant of each dwelling unit scheduled for possible inspection to provide access to the rental unit in the event that the tenant or occupant is not at home when the inspector arrives.
- Inform the tenant or occupant of each dwelling unit scheduled for possible inspection that the owner or the owner's representative is required to accompany the inspector during the performance of all inspections of rental dwelling units, and that the owner or the owner's representative must provide access to the inspector by unlocking the dwelling unit's door in the event the tenant is not home.

### **Sec. 22-607 Penalties: Municipal civil infraction**

Failure to timely register a rental dwelling or any other violation of this article shall be a municipal civil infraction. The requirements if this article are in addition to and not in lieu of all other city ordinances, rules and regulations. The first offense or any subsequent offense shall be subject up to a \$500.00 fine and any other costs authorized by the court pursuant to MCL 600.8727, MCL 600.8335 or state law. As authorized by MCL 600.8731 in the event such fine and costs are not timely paid then may become a lien on the property and be placed on the tax roll or result in a suit for collection of judgement.

### **Sec. 22-608 – Disclaimer of Liability**

A rental dwelling certificate of compliance is not a warranty or guarantee that there are no defects in the rental dwelling or unit and the city shall *not* be held responsible for defects not noted in the inspection report. This inspection of the land use, exterior posture and interior accessories of the structure is limited to visual inspection only. The city does not guarantee or approve by inference any latent, structural, or mechanical defects thereto, or such other items that are not apparent by such visual inspection. The city shall not assume any liability to any person by reason of the inspection required by ordinance or the code adopted herein or the issuance of a rental dwelling certificate of compliance.

**This document does not represent the entire ordinance, but is a highlight of your responsibilities as a property owner.**



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## RESALE/RENTAL INSPECTION INFORMATION

Your inspection is based on the current version of the International Property Maintenance Code and City of Westland Code of Ordinances.

**301.2 Responsibility.** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as *owner-occupant* or permit another person to occupy *premises* that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit, rooming unit or housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit, rooming unit, housekeeping unit or premises* they occupy and control.

The items listed below are a summary of what the City Inspector will be looking for during the inspection.

The Inspector will need access to all rooms of the home. The inspector will test all Electrical outlets that accessible, he may open windows in bedrooms. The property or unit will be checked for health, safety, and items violating the Property Maintenance Codes.

**Please note** - This is only a *highlight* of the items that may be listed for repair. All work that requires a permit shall be noted. Any previous work that was completed without permits will require that a permit be issued and appropriate inspections completed.

### Exterior

- **Premises Identification:**  
Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).
- **Sanitation:**  
All exterior property and premises shall be maintained in a clean, safe, and sanitary condition.
- **Weeds:**  
All premises and exterior property shall be kept free from weeds.
- **Rodent Harborage**  
All structures and exterior property shall be kept free from rodent harborage and infestation.
- **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. The inspector will not determine ownership of any fence that appears to be on the Property line.
- **Swimming Pools:**  
Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.
- **Sidewalks/Driveways:**  
All sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair, maintained free from hazardous conditions. Driveways may be required to be Concrete or Asphalt per city ordinance.



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- **Exterior Structure:**  
The exterior of a structure shall be maintained in good repair, structurally sound, weather tight, and sanitary so as not to pose a threat to public health, safety, or welfare.
- **Protective Treatment:**  
Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. 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. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.
- **Foundation Walls:**  
All foundation walls shall be maintained, plumb, and free from open cracks and breaks and shall be kept in such condition to prevent the entry of rodents and other pests.
- **Stairways/Decks/Porches/Balconies:**  
Every exterior stairway, deck, porch, and balcony and all appurtenances attached thereto, shall be maintained, structurally sound, in good repair and with proper anchorage, capable of supporting the imposed loads.
- **Handrails/Guards:**  
Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- **Windows/Skylights/Door Frames:**  
Every window, skylight, door and frame shall be kept in sound condition, good repair, and weather tight.
- **Operable Windows:**  
Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.
- **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.
- **Roofs and drainage:**  
The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the *structure*. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

## Interior

- **General:**  
The interior of a structure and equipment therein shall be maintained, in good repair, structurally sound and in a sanitary condition.
- **Occupancies:**  
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, a dormitory, two or more dwelling units, or two or more non-residential shall maintain, in a clean and sanitary condition, the shared and/or public areas of the structure and exterior property.
- **Structural Members:**  
All structural members shall be maintained, structurally sound, and be capable of supporting 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/Walking Surfaces:**

Every stair, ramp, landing, balcony, porch deck, or other walking surface shall be maintained in sound condition and good repair.
- **Handrails/Guardrails:**

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 will require cleaning and safety inspection conducted by a licensed mechanical contractor. You must submit a copy of the City of Westland furnace certification form showing the test results.
- **Fireplaces:**

All natural solid fuel fireplace (whether converted or not) require a cleaning of the flue or chimney and a visual safety inspection by a licensed chimney contractor.
- **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 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 feet (1.83m) of the sink are required to have ground fault circuit interrupter protection. All painted switches and outlets need to be replaced.
- **Wiring:**

Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.
- **Locked Doors:**

All means of egress doors shall be readily operable from the side from which the 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 in Existing Buildings:**

Smoke alarms shall be installed in the following locations:

  1. In each sleeping Room.
  2. Outside of the sleeping Rooms
  3. On each additional Story of the dwelling, Including Basements and Habitable Attics.

Smoke alarms shall be listed in accordance with UL217. Combination Smoke and Carbon monoxide alarms shall be listed in accordance with UL217 and UL2034



Installation. Smoke alarm devices shall be listed and installed in accordance with the Manufacturer's installation requirements, the provisions of NFPA 72 as listed in Chapter 44. Smoke alarms installed in one- and two-family dwellings shall be replaced not more than 10 years from the date of manufacture marked on the unit, or shall be replaced if the date of manufacture cannot be determined.

- **CARBON MONOXIDE ALARMS AND DETECTION:**

**705.1 General.** Carbon monoxide alarms shall be installed in dwellings in accordance with Section 1103.9 of the *International Fire Code*, except that alarms in dwellings covered by the *International Residential Code* shall be installed in accordance with Section R315 of that code.

**Carbon Monoxide alarms shall be listed in accordance with UL2034.**

- **Plumbing Facilities and Fixture Requirements:**

Every *dwelling unit* shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.

- **Backflow Prevention:**

Vacuum breakers on all exterior hose bibs and any interior faucet with a threaded end. Yard Sprinler systems will need the Backflow preventer tested and Certified.

- **Kitchens:**

Condition of sink/stopper, dishwasher (air gap on drain), walls, and floors must be watertight.

- **Bathrooms:**

Condition of water closet, shower stall, bathtub/stopper, lavatory basin/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 clamped joints. Must be less than 25 feet (7.62m) in total length.



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