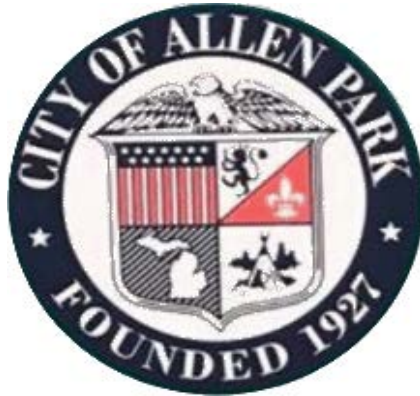


Inspection Guide Residential Sale Program



**City of Allen Park
Building Department**

Pursuant to City of Allen Park 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.

SCHEDULING AN INSPECTION

Property owners, legal representatives, or listing real estate agents may schedule an inspection by completing a Residential Sales Application form. *(Documentation must be provided to show legal status for Power of Attorneys, Executors, Trustees)*

Application forms are available online at cityofallenpark.org or at the Building Department located at 15915 Southfield Road.

The Allen Park Building Department is open from 8:30 a.m. to 4:30 p.m. Monday-Friday.

- Please allow two (2) weeks for your inspection to be scheduled.
- Inspections are performed Tuesday and Thursday's, from 9 a.m.-4 p.m.
- Expedited inspections may be available during non-working hours for an additional fee.

+ Inspection Fee

+ \$175 for single-family homes

Payments shall be made in advance of your inspection.

+ To Cancel or Re-schedule an Inspection

Call (313)928-4111 if you have to cancel your inspection. There is a \$50 fee for canceling a scheduled inspection (unless more than one business day notice is provided).

If an inspector shows up for a scheduled inspection and the owner or representative is not present, the inspection will not be performed. The property owner must re-schedule the inspection and a \$50 fee will be charged.

PREPARING FOR YOUR INSPECTION

- ☑ Make sure all areas of the house and garage are accessible for the inspector. (Inspectors will not move furnishings, personal items or appliances.)
- ☑ Clean up exterior yard areas 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.
- ☑ Windows must be properly glazed and sealed.
- ☑ Replace missing storm windows or screens; door knobs or handles.
- ☑ Check for leaking or dripping water supply lines and shut-off valves throughout the house.
- ☑ Smoke detectors shall be installed in all sleeping rooms, area outside of the sleeping rooms and one on each level of the home. Carbon monoxide alarms in dwelling units shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.
- ☑ Ground-fault interrupter outlets (GFI's) are required to replace existing outlets in bathrooms, existing outlets within six feet of the 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 water spouts.
- ☑ 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.

PREPARING FOR YOUR INSPECTION (continued)

- ☑ 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.

+ 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 \$50 fee will be charged.

THE INSPECTION

Inspections take approximately 45 minutes to complete.

+ Property Owner Must be Present

The owner or representative must be present at the time of inspection.

+ If you Have a Pet

An inspector has the right to refuse to inspect your property if an animal is not leashed or placed in a separate area of the home.

+ What We DO NOT Do

- Inspectors do not access roofs, crawl spaces or knee walls unless it is necessary to investigate a potential hazard or violation.
- Waterproofing tests are not conducted on roofs or basement walls.
- Chimney flues are not inspected.
- Home inspections are not a warranty or guarantee of the condition of the property. The City is not responsible for items not inspected. We encourage you to consider hiring a private home inspector.

INSPECTION REPORT

Inspection reports expire if a re-inspection of the property does not occur within 6 months of the original inspection.

The current owner is responsible for correcting all violations and required repairs.

A home may be sold “as is.” The buyer can assume the repairs, an escrow deposit and signed affidavit will be required.

CORRECTING VIOLATIONS

All repairs must be done in a thorough, neat and professional manner. Sub-standard work is not acceptable and will not be approved.

If the inspector has indicated items that require a permit, please note the following:

❖ Permit Information

- Permits and inspections are necessary to ensure work is being performed properly and according to all applicable building and safety codes.
- It is strongly recommended that permits and compliance certificates be obtained by licensed contractors. (Contractors must be licensed by the State of Michigan and registered with the City of Allen Park.)
- It takes approximately five (5) business days to process a permit application.
- Permit and compliance certificate application forms are available online at cityofallenpark.org or at the Allen Park Building Department.
- Separate permit inspections are required for permitted items. Permit inspections are scheduled by calling the Building Department at (313) 928-4441.
- There are fines for failing to obtain permits when they are required.

† Homeowner Permits

Homeowners may obtain most permits; however, if you choose to obtain a homeowner permit, please be aware of the following:

- Unlike permits obtained by contractors, the City of Allen Park will not be able to help you resolve any disputes or problems you have with your contractor or with the work he/she performs.
- If your contractor asks you to obtain a permit, he/she may not be licensed or may be attempting to absolve him/herself from liability and responsibility for the quality and workmanship of the work performed.
- YOU will be responsible for correcting any deficiencies in the work performed, regardless of who performed the work.
- You will be held to the same standards and same inspection schedule as a contractor.
- It is not less expensive for a homeowner to obtain a permit.
- The time frame for processing permit applications is the same for homeowners and contractors.

THE RE-INSPECTION

After all items noted on the inspection report have been corrected or repaired, call to schedule a re-inspection. A re-inspection is required to ensure that all noted violations have been corrected and all repairs have been made.

Additional items may be noted during the re-inspection if they are health and/or safety related.

† Helpful Checklist

There is no charge for a re-inspection; however, a \$50 fee will be charged if work is not complete and another inspection is required. Use this checklist to avoid additional fees and delays:

Are all items noted on your inspection report corrected and completed?

If any violation still exists during your re-inspection, you will have to schedule another inspection and a \$50 fee will be charged. A Certificate of Occupancy will not be issued until all items are corrected and all fees have been paid.

THE RE-INSPECTION CHECKLIST (continued)

Do all of your permits have final approval?

Each permit obtained to correct violations must have final approval. Permits are inspected by a different group of specialized inspectors. Permit inspections are scheduled by calling the Building Department at (313) 928-4441. Permit inspections are only on Tuesday and Thursdays for Mechanical and Monday, Wednesday and Friday for Building, Plumbing and Electrical. Do not schedule a re-inspection until all permits have received an approved final inspection.

Do you have a heating certificate?

In addition to correcting noted violations and making required repairs, every property must obtain a certificate from a licensed heating contractor indicating the heating unit was inspected and functioning properly.

❖ Schedule Your Re-Inspection

Call (313) 928-4111 to schedule a re-inspection.

WEATHER-RELATED ITEMS

The Building Department understands that snow, ice, or cold weather may prevent the completion of exterior repairs. Furthermore, certain repairs, such as concrete or exterior paint, should not be made due to the potential for substandard quality and poor workmanship, or availability of contractors between the period of November 15 and to April 15.

In cases where exterior items cannot be completed due to weather conditions, homes may be sold "as is." Please see "CAN A HOME BE SOLD "AS IS"?" section for more information.

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy will be issued after the re-inspection has been performed and all noted violations have been corrected, required repairs have been made and all fees have been paid.

Certificates of Occupancy are prepared in the purchaser's name. (In some cases, you will have to wait until you have a buyer before the Certificate of Occupancy can be prepared.)

There is no additional fee for the Certificate of Occupancy.

Please allow up to 72 hours for Certificates of Occupancy to be prepared.

**CITY OF Allen Park ORDINANCE REQUIRES A
CERTIFICATE OF OCCUPANCY OR COMPLIANCE
AGREEMENT WHEN TRANSFER OF OWNERSHIP
OCCURS**

IF YOUR HOUSE DOES NOT SELL

Certificates of Occupancy will be issued up to six months after the approval date.

In the event that your property is still for sale after this period, a new inspection is required.

RENTAL PROPERTY

The City of Allen Park requires that all non-owner occupied property be registered. If you purchase a house for rental purposes, or if you decide to rent your home instead of selling it, you must register it as a non-owner occupied rental property.

Non-owner occupied rental property is inspected every three (3) years to ensure compliance with applicable building, safety and property maintenance codes and ordinances.

❖ **Register a Non-Owner Occupied Property** Call (313)928-4111 to register a non-owner occupied rental property.

The fee to register a rental property is \$175 and a one time \$25.00 registration fee. Penalty fees and enforcement action will apply for failure to register a non-owner occupied rental property. If a property is registered as a rental within 6 months of obtaining a C of O, the registration fee will be \$25.00. After 6 months, regular fees apply.

CAN A HOME BE SOLD “AS IS”?

Yes, provided that the following conditions are met:

- Residential Compliance Agreement is signed, indicating that all cited violations will be corrected and required repairs will be made within six (6) months. Some extensions may be granted on a case by case basis
- Escrow agreement is signed and money received

RESIDENTIAL ASSUMING VIOLATIONS AGREEMENT

An Assuming Violations Agreement is signed by the buyer, indicating that all cited violations will be corrected. all required repairs will be made within six (6) months of the date of the agreement.

+ Fee

An escrow deposit is required and will be held in a non-interest bearing account. It will be returned less 10% Amin. fee when all repairs are made, Certificate of Occupancy is issued, and the Escrow refund request is submitted.

CONDITIONAL OCCUPANCY

Conditional occupancy may be allowed when all health and safety items have been corrected and exterior property maintenance items have been addressed.

Conditional Occupancy may also be allowed if required repairs cannot be made due to weather-related conditions. Conditional Occupancy must be approved in writing by the Building Department.

Conditional Occupancy is allowed upon the condition that complete conformance be achieved within a reasonable time.

If compliance is not achieved as agreed, the home will be posted as "Illegal to Occupy" and the property owner will be prosecuted for failing to obtain a Certificate of Occupancy.

+ Extensions

Extensions of time to correct outstanding violations may be allowed for good cause. Extensions must be approved by the Building Department Director for a fee of \$50 for each 60-day extension.

FAILURE TO COMPLY

Failure to comply with ordinance requirements is a misdemeanor. Owners, Realtors, financial institutions, title companies and mortgage companies may be held responsible for non-compliance.

QUESTIONS?

City of Allen Park ordinances are available for viewing Online at cityofallenpark.org

Please visit the Building Department cityofallenpark.org or call (313)928-4111 for additional information.

Thank you for your cooperation!

City of Allen Park
Building Department
15195 Southfield Road
Allen Park, MI 48101
(313) 928-4111
cityofallenpark.org