



# City of Grosse Pointe Park

## CERTIFICATE OF OCCUPANCY APPLICATION

### FEE SCHEDULE

**RESIDENTIAL:**

Single Family	\$200.00
Two Family Units	\$300.00
Three Family Units	\$350.00
Four Family Units	\$400.00
Five + Family Units	\$450.00 + \$50 for each add'l unit

**COMMERCIAL:**

Each Business Address	\$350.00
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**FINES:**

Failure to Renew/ Obtain	\$150.00
Lock Out/ Late Cancellation	\$60.00

This form must be submitted for every Certificate of Occupancy. BY SIGNING THIS FORM BOTH OWNER/AGENT ACKNOWLEDGE THEY HAVE READ CERTIFICATE OF OCCUPANCY INFORMATION "BACK OF FORM."

### Property to Be Inspected

**Address:** \_\_\_\_\_

**How many units?** \_\_\_\_\_ **Are all occupied?** \_\_\_\_\_

**Type of Property:** Residential or Commercial **Type of Inspection:** Rental, Pre-Sale or Commercial

**Name of Agent:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email for results:** \_\_\_\_\_

**Is there a current Landlord Business License/ Commercial Business license in place?** Yes or No

### Property Owner Information

**Name of Owner:** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Inspection Information:**

Residential Properties are inspected Monday - Thursday between 9:00am – 3:00pm

Commercial Properties are inspected Tuesday - Thursday between 12:30pm – 3:30pm

\*Utilities must be turned on at the time of inspection. This includes electricity, gas and water.

**Please contact the Building Department at (313)822-4365 to schedule all inspections**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(signing acknowledges the owner/agent has read the back of this form)*



## CERTIFICATE OF OCCUPANCY INFORMATION (BACK OF FORM)

**Certificate Length:** For rental and commercial property, certificates are valid for a two-year period from the date of initial inspection, or upon any change of occupancy or use occurring more than one year after the date of initial inspection for issuance of the certificate. For all other properties, (including single-family dwellings), a Certificate shall expire upon a change of occupancy.

**Courtesy Reminder:** The City makes every effort to send out a COURTESY reminder to the owner or agent of record. If you have not kept your address up to date with the Certificate of Occupancy or Landlord Business License programs, you may not receive the COURTESY reminder of other communications from the City.

**Scheduling:** It is the owner/agent's responsibility to schedule inspections for certification. Appointments can be scheduled by calling 313-822-4365. It is the property owner/agent's responsibility to inform tenants prior to the inspection. A tenant that is unaware of the inspection and refuses entry results in a Lockout Fee.

**Fees:** The fee schedule is available at the City's website. The fee schedule for the Certificate of Occupancy program is designed to encourage owners/agents to be proactive in certifying properties in a timely manner. All fees are invoiced.

- **Certification Inspection Fee:** A fee is charged for each inspection and is dependent on the number of units at a given property.
- **Failure to Renew/Obtain:** An additional fee is charged in addition to the Certification Inspection Fee for a failure to renew or obtain a required Certification.
- **Lockout/Late Cancellation Fee:** An additional fee charged for missed appointments or inspections cancelled on the day of the scheduled appointment.
- **Enforcement Fees:** Failure to obtain a Certificate, or correct violations associated with the Certificate renewal process may result in additional fines and penalties.

### **Acknowledgements – by signing and/or submitting the Certificate of Occupancy application:**

- I/we acknowledge we have read the BACK OF FORM about the Certificate of Occupancy Program.
- I/we acknowledge that it is my/our responsibility to inform the City of any change in occupancy which requires a renewal/new Certificate, or any change to the owner/agent information.
- I/we acknowledge and agree to pay all fees associated with the Certificate of Occupancy program, including Failure to Renew/Obtain and Lockout/Late Cancellation Fees.
- I/we understand that occupying property without a valid certificate is a municipal civil infraction and may result in enforcement proceedings.