

*City of Highland Park  
Non-owner Occupied Certificate Program  
12050 Woodward Ave.  
Highland Park, MI 48203  
(313) 252-0050 Ext. 209*

**NON-OWNER OCCUPIED CERTIFICATE CHECKLIST 11/2/15**

The following checklist outlines the Non-owner occupied registration process. Please use this checklist as your guide to obtaining the landlord certificate required by City Ordinance.

**I. APPLICATION FOR REGISTRATION**

\_\_\_\_\_ **Complete the application provided.** Each address requires a separate application. Be sure to provide a valid e-mail address. All correspondence is sent by e-mail.

\_\_\_\_\_ **Submit the application,** and the required fee as calculated on the fee worksheet on the reverse side of this checklist, to the Highland Park Building Department. Please make the check payable to the City of Highland Park. **RENEWAL FEES MUST BE PAID AND INSPECTIONS COMPLETED PRIOR TO THE EXPIRATION OF THE CURRENT CERTIFICATE OR A LATE FEE WILL BE ASSESSED.**

**II. INSPECTIONS**

\_\_\_\_\_ **Schedule Initial Inspection:** After the Department receives the application and required fee, you are required to schedule a day and time for inspection of the property. Inspection and all required repairs must be complete by the renewal date. Please note: You, as the property owner, are responsible for making a good faith effort to obtain permission from the tenant for the inspection. Inspection times are scheduled between 9:00 and 2:30 p.m., Monday through Friday. There must be a responsible adult present at the property for the entire inspection. Furnace (all gas or oil fired heating units) inspections must be done by a certificated contractor, on the City form, within 90 days of certificate expiration date. The original signed form must be submitted, no copies or faxes.

\_\_\_\_\_ **Requirements:** There are handouts available for City of Highland Park requirements, such as smoke detectors. The responsible party must be a Michigan resident and live within fifty (50) miles of Highland Park. Any questions, please contact the Department at (313) 252-0050 x209.

\_\_\_\_\_ **Violations noted:** If Property Maintenance Code Violations are cited during the inspection, a copy of the inspection report will be e-mailed to the responsible party listed on the application detailing the repairs that must be completed. If you have any questions regarding the violations, please call the inspector listed on the report.

\_\_\_\_\_ **Correct any cited violations.** Please note that there will be a specific time frame in which the violations will need to be corrected. Before making any corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit(s) for the repairs. If you have questions contact the inspector at (313) 252-0050 x209.

\_\_\_\_\_ **Schedule re-inspection if required.** You are required to schedule another inspection for the correction of the cited violations. Please schedule this inspection as soon as possible after repairs are completed. You will not be charged for the first re-inspection, but if the violations are not completed and another inspection needs to be scheduled, there will be \$75.00 re-inspection fee charged to the owner. You will be requested to provide permit numbers for any repairs that required permits to be pulled. **A \$75.00 fee is charged for all missed appointments.**

\_\_\_\_\_ **Final any permits.** Obtain final approval from the City Inspectors if permits were required.

**III. LICENSING**

\_\_\_\_\_ **Receive your Non-owner Occupied Certificate.** (Valid for 2 years from the application date for new applications or the expiration date of the previous certificate).

\_\_\_\_\_ **This certificate process must be repeated every two (2) years.** We will attempt to send a courtesy reminder to you by mail sixty to ninety days prior to the current certificate expiration date, however **it is your responsibility to complete the re-registration process before your current certificate expires.**

**FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE MAY RESULT IN LEGAL ACTION TO OBTAIN COMPLIANCE. \*\*\*FEE CALCULATION WORKSHEET ON REVERSE SIDE\*\*\***

**CITY OF HIGHLAND PARK**  
**12050 Woodward Ave.**  
**HIGHLAND PARK, MI 48203**  
**(313) 800-5233 Ext. 209**

**HIGHLAND PARK NON-OWNER OCCUPIED CERTIFICATE**

**NON-OWNER OCCUPIED FEE CALCULATION WORKSHEET**

1 & 2 Family - Each dwelling unit = \$150.00	\$ _____
Multiple-family (Over 2 units) = \$300 + \$25.00 per unit - per building	\$ _____
One time owner registration fee per entity     \$75.00	\$ _____
*Penalty for payment after renewal date	\$ _____
Add totals column down for grand total. <b>GRAND TOTAL</b>	\$ _____

In addition, the non-owner occupied Certificate Ordinance requires the following:

- (4) No non-owner occupied certificate shall be issued until all of the following fees and debts to the city have been paid in full:
  - (a) All current property taxes and current annual installments of any special assessments;
  - (b) Any water bills outstanding;
  - (c) All charges against the property for mowing, cleanup, weed or debris removal, or fines, penalties, or debts of any sort arising from provisions of the property maintenance code, including any blight provisions.

Note: Re-inspection fees per unit \$75.00 (for lockouts, second re-inspections and all subsequent re-inspections required to bring into compliance).

\*Late fees equal to 50% of the certificate fee are assessed if the application and fee are not received before the current expiration date; if the renewal is not completed within fifteen (15) days after the renewal date; or if a new application for an occupied unit is not completed within thirty (30) days of the application date.

**APPLICATION FOR NON-OWNER OCCUPIED CERTIFICATE**  
**City of Highland Park**  
**12050 Woodward Ave.**  
**Highland Park, MI 48203**  
**(313) 252-0050 Ext. 209**

**NON-OWNER OCCUPIED PROPERTY ADDRESS:** \_\_\_\_\_

TENANT: \_\_\_\_\_ PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

**OWNER(S) OF PROPERTY:\*** \_\_\_\_\_ **RESPONSIBLE PARTY:\*\*** Same as owner

Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Driver's Lic. #: _____	Driver's Lic. #: _____
Date of Birth: _____	Date of Birth: _____

\* List additional owner's information on separate sheet and attach.  
 \*\* Responsible party must be a Michigan resident and live within fifty (50) miles of Highland Park. All correspondence is sent to the responsible party.

<p><b>1 &amp; 2 FAMILY ONLY:</b></p> <p>One Family <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Two Family <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Certificate Fee:* \$ _____</p>	<p><b>MULTI-FAMILY per building:</b></p> <p>Number of units in building _____</p> <p>Certificate Fee: _____</p>
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\* I hereby certify that I am entitled to a waiver of inspection and fees as the property herein described is my residence and any additional unit is occupied by my:

- |                                 |                                 |                                  |                                   |
|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Son     | <input type="checkbox"/> Daughter |
| <input type="checkbox"/> Spouse | <input type="checkbox"/> Sister | <input type="checkbox"/> Brother |                                   |

I further understand that I may be required to provide proof of the relationship.

The correct certificate fee must accompany this application. Upon inspection and approval by the Building Department, a certificate will be issued. It is violation of the Ordinance not to notify this Department of a change in ownership or contact information.

**Correspondence, correction notices and courtesy renewal notices are sent by e-mail. You must provide a valid e-mail address.**

E-mail address \_\_\_\_\_

**By signing this application I certify that I have read and understand the above and that all information is true to the best of my knowledge and I agree to e-mail notifications.**

Signed by:  
 OWNER: \_\_\_\_\_ RESPONSIBLE PARTY: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Expiration Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Clerk: \_\_\_\_\_ Cert. #: \_\_\_\_\_

**City of Highland Park  
Non-Owner Occupied Certificate Program  
12050 Woodward Ave.  
Highland Park, MI 48071  
(313) 252-0050 Ext. 209**

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**FURNACE/HEATING PLANT INSPECTION RECORD**

PROPERTY ADDRESS: \_\_\_\_\_

Date Work Performed: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor's State Certificate Number: \_\_\_\_\_

Technician's Name: \_\_\_\_\_

Technician's State Certificate Number (If applicable): \_\_\_\_\_

I hereby certify that I have operated and inspected all the gas and/or oil fired heating equipment at the above referenced address as follows:

1. Heat exchangers were visually inspected if accessible.
2. Carbon monoxide tests were performed in the discharge air plenum and in the immediate vicinity of the unit(s).  
CO reading in plenum \_\_\_\_\_ In vicinity \_\_\_\_\_
3. All system controls and safety switches were inspected for proper operation.
4. 110v electrical system was inspected. On/off switch checked for proper operation.
5. All filters were inspected.

No deficiencies were found. All tests and equipment were within normal operating limits.

\_\_\_\_\_  
Technician's Signature

\_\_\_\_\_  
Date

# RESIDENTIAL SMOKE ALARM REQUIREMENTS FOR EXISTING STRUCTURES

## MICHIGAN BUILDING CODE - SECTION R314 SMOKE ALARMS

**R314.1 Smoke detection and notification.** All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.

**R314.2 Smoke detection systems.** Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted. The household fire alarm system shall provide the same level of smoke detection and alarm as required by this section for smoke alarms. Where a household fire warning system is installed using a combination of smoke detector and audible notification device(s), it shall become a permanent fixture of the occupancy and owned by the homeowner. The system shall be monitored by an approved supervising station and be maintained in accordance with NFPA 72.

Exception: Where smoke alarms are provided meeting the requirements of Section R314.4.

**R314.3 Location.** Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements and habitable attics but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit.

**R314.3.1.** Alterations, repairs and additions. When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings:

Exceptions:

1. Work involving the exterior surfaces of dwellings, such as the replacement of roofing or siding, or the addition or replacement of windows or doors, or the addition of a porch or deck, are exempt from the requirements of this section.
2. Installation, alteration or repairs of plumbing or mechanical systems are exempt from the requirements of this section.

**R314.4 Power source.** Smoke alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection. Smoke alarms shall be interconnected.

Exceptions:

1. Smoke alarms shall be permitted to be battery operated when installed in buildings without commercial power.
2. Interconnection and hard-wiring of smoke alarms in existing areas shall not be required where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for hard wiring and inter-connection without the removal of interior finishes.

**R314.5 Smoke alarm locations in existing buildings constructed before November 6, 1974.** Within each dwelling unit or sleeping unit, a single-station smoke alarm shall be installed in the following locations:

1. In each sleeping room or each area directly outside the sleeping room.
2. On each floor level including the basement level.  
For sleeping units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than 1 full story below the upper level.

**R314.6 Equipment requirements.** The required equipment for smoke alarms shall consist of the following:

1. Installation. Smoke alarm devices shall be listed and installed in accordance with the manufacturer's installation requirements, the provisions of the code and the provisions of NFPA 72 as listed in chapter 44.
2. Power Source. The equipment shall be operable by power from 1 of the following primary sources.
  - a. The building wiring provided that such wiring is served from a commercial source and is equipped with a battery backup. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

- b. A non-rechargeable battery that is capable of operating the smoke alarm in the normal condition for a life of 5 years.
  - c. A rechargeable battery, with proper charging, able to power the alarm for a life of 5 years and shall be automatically recharged by an AC circuit of the commercial light and power source.
  - d. A household use alarm system with battery backup listed and approved in accordance with the household fire warning equipment provisions of NFPA 72, as referenced in section R314.4 of the code.
3. Audible alarm notification. The activation of the alarm signal shall produce a sound that is audible in all occupiable dwelling areas.
  4. Testing and maintenance. The owner of a dwelling unit, in which required or optional fire detection or fire protection systems equipment is installed, shall be responsible for the proper operation, testing, and maintenance of the equipment in accordance with the manufacturer's instructions included with the equipment. The occupant of non-owner occupied dwelling units shall be responsible for the periodic operational testing and periodic cleaning of the installed equipment within the non-owner occupied unit in accordance with the testing instructions provided in the manufacturer's instructions for the equipment. If the system fails, breaks, or is out of service, it shall be repaired and functional within 30 days. Exception: Smoke alarms and devices installed in buildings constructed before November 6, 1974 where an installation was approved by the appropriate enforcing agency under regulations in effect at the time of the installation shall be considered to comply with the provisions of the code.

**R315.1 Carbon monoxide alarms.** For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

**R315.2 Where required in existing dwellings.** Where work requiring a building permit occurs in existing dwellings that have attached garages or in existing dwellings within which fuel-fired appliances exist, carbon monoxide alarms shall be provided in accordance with section R315.1.

**R315.3 Alarm requirements.** Single station carbon monoxide alarms shall be listed as complying with UL 2034 and shall be installed in accordance with this code and the manufacturer's installation instructions.

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**CITY OF HIGHLAND PARK  
BUILDING DEPARTMENT**

**NON-OWNER OCCUPIED CERTIFICATE PROGRAM  
NON-OWNER OCCUPIED 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 five (5) inches.

**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.

**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. Trip hazards over ½ inch shall be repaired by an approved method.

**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 appurtenances 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 normally a 200 lb. lateral load and shall be maintained in good condition.

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

**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 screen 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 with access to all areas and rooms. 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 and be 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 a cleaning and safety inspection conducted by a certificated mechanical contractor. You must submit the original signed copy of the City inspection form.

**Fireplaces** - All fireplaces require a visual safety inspection by a certificated contractor.

**Electrical system hazards** - All electrical services shall meet the minimum standards of the Highland Park 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. Every bathroom shall contain at least one outlet. For the protection of the occupants all outlets within 6' of any sink, outside, in a garage or for the washer should have GFCI 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, tools or special knowledge or effort. Double key deadbolts are prohibited.

**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, tools or special knowledge.

**Smoke alarms** - Houses built before November of 1974 require one smoke detector in the hallway outside of each sleeping area and one on each floor. Or houses built after November 1, 1974, the requirement is for one smoke detector in each bedroom, one in each hallway outside of each sleeping area, and one on each floor. 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.

**Carbon Monoxide Detectors**-All dwelling units built after 2012 shall have an operable carbon monoxide detector.

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

**Outside faucets** - vacuum breakers on all exterior hose bibs.

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

**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 smooth 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 certificated contractor is required for all work on a non-owner occupied until requiring permits. Homeowner permits may NOT be issued for non-owner occupied properties. Any work found done without permits (no matter how long or who the owner was) will require a permit be issued and the appropriate inspections be completed or the violation removed.