



7550 Auburn Rd, Utica, MI 48317
586.739.1600 • Fax 586.739.2867

LANDLORD LICENSE CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the landlord license required by City Ordinance.

I. APPLICATION FOR REGISTRATION

_____ **Complete the application provided.** Be sure to complete form in its entirety.

_____ **Submit the application** and the required fee to the City of Utica Building Department. Please make your check payable to the City of Utica. **RENEWAL FEES MUST BE PAID AND INSPECTIONS COMPLETED PRIOR TO THE EXPIRATION OF THE CURRENT LICENSE OR A LATE FEE WILL BE ASSESSED.**

II. INSPECTIONS

_____ **Schedule Initial Inspection.** After the Building Department receives the application and required fee, you are required to schedule a day 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 Noon and 4 p.m. Monday through Thursday. There must be a responsible adult present at the property for the entire time block to allow the inspector to gain entry. Heating plant inspections must be done by a licensed contractor, on the City form and within 90 days of license expiration date. The original form must be submitted. No copies or faxes will be accepted.

_____ **Requirements.** There are handouts available for City of Utica requirements such as smoke detectors and fire extinguishers. Any questions can be answered by calling the City of Utica Building Department at 586.739.1600 or e-mailing clerk2@cityofutica.org.

_____ **Violations Noted.** If Property Maintenance Code violations are cited during the inspection, a copy of the inspection report will be sent 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 repair(s). If you have questions, contact the inspector at 586.739.1600.

_____ **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 repair are completed. You will not be charged for the first re-inspection, but if the violations are not complete and another inspection needs to be scheduled, there will be a \$35 re-inspection fee charged to the property owner. You will be requested to provide permit numbers for any repairs that require permits to be pulled. **A \$35 fee is charged for all missed appointments.**

_____ **Final Any Permits.** Obtain final approval from City Inspectors if permits were required.

III. LICENSING

_____ **Receive Your Rental License.** Valid for 2 years.

_____ **This Licensing Process Must be Repeated Every Two (2) Years.** We will attempt to contact you sixty to ninety days prior to the current license expiration date; however, it is your responsibility to complete the registration process before your current license expires.

FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE MAY RESULT IN LEGAL ACTION TO OBTAIN COMPLIANCE.



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FIRE EXTINGUISHER REQUIREMENTS FOR RENTAL DWELLING UNITS

Pursuant to State of Michigan 2015 Property Maintenance Code, all rental properties are expected to maintain one (1) fire extinguisher with a rating of 2A/10 BC. Extinguishers are to be wall mounted in full view and should be located as close as possible to an outside exit.

RESIDENTIAL SMOKE ALARM REQUIREMENTS FOR EXISTING STRUCTURES

Pursuant to Michigan Public Acts 64 and 65 of 2005, effective March 14, 2006, **all existing residential structures** must have smoke alarms no later than March 14, 2007, subject to the following:

SECTION R313 SMOKE ALARMS

[F] R313.1 Smoke alarms. 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 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. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

All smoke alarms shall be listed and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.

[EB] R313.1.1 Alterations, repairs and additions. When interior 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 provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

Exceptions:

1. Smoke alarms in existing areas shall not be required to be interconnected and hard wire 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 interconnection without the removal of interior finishes.
2. Repairs to the exterior surfaces of dwellings are exempt from the requirements of this section.

[F] R313.2 Power source. In new construction, the required 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 permitted to be battery operated when installed in buildings without commercial power or in buildings that undergo alterations, repairs or additions regulated by Section R313.1.1.

R313.3. 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.



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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 one (1) full story below the upper level.

R313.4. 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, which is adopted by reference in these rules. The standard is available for inspection at the Michigan Department of Labor & Economic Growth, Bureau of Construction Codes and Fire Safety, 2501 Woodlake Circle, Okemos, Michigan 48864 or from NFPA, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101, at a cost as of the time of adoption of these amendatory rules of \$48.00.
2. Power Source. The equipment shall be operative by power from one (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 five (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 R313.4 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 rental dwelling units shall be responsible for the periodic operational testing and periodic cleaning of the installed equipment within the rental 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 comply with the provisions of the code.



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RENTAL PROPERTY INSPECTION CHECKLIST

The items listed below are a non-inclusive summary of what the Building 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 six (6) 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 to all city ordinances.

Swimming Pools. Swimming pools shall be maintained in a clean and sanitary 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.

Exterior Structure. The exterior of a structure including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking and/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 to be 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 lbs. lateral load and shall be maintained in good condition.

Windows, Skylights and 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.

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. Every owner of a structure shall maintain, in a clean and sanitary condition, the share or public area 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 and/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 by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.



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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 licensed mechanical contractor. You must submit the original copy of the City inspection form.

Fireplaces. All fireplaces require a visual safety inspection by a licensed contractor.

Electrical System hazards. All electrical services shall meet the minimum standards of the City of Utica's 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 by a licensed contractor. 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' of the sink are required to have ground fault circuit interrupter 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, special knowledge or effort. (No keyed locks on the 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. To be provided per the MBC. See pages 2 and 3 of this packet.

Laundry Tray (Tub). Secure to the 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 and 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 and/or 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 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 licensed contractor is required for all work on a rental unit requiring permits. However, permits may NOT be issued for rental properties. Any work found done without permits (no matter how long ago) will require a permit be issued and the appropriate inspections be completed for the violation to be removed.



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APPLICATION FOR LANDLORD LICENSE

RENTAL PROPERTY

ADDRESS

TENANT

PROPERTY OWNER(S)*

NAME

ADDRESS

CITY, STATE, ZIP

HOME/CELL PHONE #

WORK PHONE #

DRIVER'S LICENSE #

DATE OF BIRTH

* List additional owners' information on a separate sheet and attach

**All correspondence is sent to the responsible party.

TELEPHONE NUMBER

RESPONSIBLE PARTY** Same as Property Owner

NAME

ADDRESS

CITY, STATE, ZIP

HOME/CELL PHONE #

WORK PHONE #

DRIVER'S LICENSE #

DATE OF BIRTH

HOUSES ONLY		APARTMENTS ONLY	
One Family	<input type="checkbox"/>	# of Buildings	
Two Family	<input type="checkbox"/>	# of Apartments per Bldg.	
Multiple Family # _____	<input type="checkbox"/>	Total # of Apartments	
License Fee	\$	License Fee	\$

I hereby certify that I am entitled to a waiver of inspection and fees as the property herein described is occupied by my:

- Mother Father Son Daughter
 Mother-In-Law Father-In-Law Grandparent(s)

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

A two (s) year registration fee must accompany this application. Upon inspection and approval by the City Clerk's Office, a license will be issued. It is a violation of the Ordinance not to notify this Department of a change in ownership.

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.

OWNER: _____ **DATE:** _____
 (Signature)

FOR OFFICE USE ONLY			
Expiration Date	Amount Paid	Date Paid	Clerk



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FURNACE/HEATING PLANT INSPECTION RECORDS

PROPERTY ADDRESS

Date Work Performed

Contractor Name

Contractor Address

Telephone Number

Fax Number

Contractor's State License #

Technician's Name

Technician's State License #

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 units
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