



# City of Menominee

City Hall □ 2511 10<sup>th</sup> Street □ Menominee, MI 49858-1995  
Building Dept. Phone (906) 863-3029 □ FAX (906) 863-3266

## Application for Certificate of Compliance/Occupancy Chapter 103, Article III – Property Maintenance Code

Instructions: Complete application and use the checklist on the back of this form as a guide to prepare the property for the inspection. A certificate of occupancy will be issued only after a property is verified complying with the property maintenance code.

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

**Request inspection for:** ☐ Sale of property ☐ Rental certification ☐ Safety inspection

**Fees:** Residential ..... # of Living Units \_\_\_\_\_ x \$30/Unit = \$ \_\_\_\_\_

Nonresidential ..... # of Tenant Spaces \_\_\_\_\_ x \$50/Unit = \$ \_\_\_\_\_

Total Fees Due (Residential + Nonresidential) .....\$ \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Owner's Agent:** \_\_\_\_\_ (not required if owner)

Mailing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Scheduling inspections:** The property owner, or the owner's agent, shall arrange with the building occupants, prior to completing this form, for an inspection of the subject property. The building inspector will not be responsible for notifying occupants. Indicate the date & time below, and submit the completed application form with the appropriate fees to the City cashier at least 72 hours prior to the inspection date. If we are unable to meet the preferred inspection date/time, the inspector will contact the applicant to reschedule the appointment.

Preferred Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_, Time: \_\_\_\_\_ AM / PM

Additional comments: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office use:

CO#: \_\_\_\_\_ Fee \$ \_\_\_\_\_ Rcpt \_\_\_\_\_ WM \_\_\_\_\_ Date: \_\_\_\_\_

## PROPERTY MAINTENANCE CODE QUICK CHECKLIST

**Sec. 109-70, Menominee Zoning Code.** Prior to the sale of an existing structure, whether used for residential or business purposes or both, an application for a certificate of occupancy must be filed with the building inspector and an inspection of the structure conducted... This inspection shall be for the purpose of determining compliance with article III of Chapter 103 (property maintenance code).

To view the full property maintenance code go to <http://publicecodes.cyberregs.com/icod/ipmc/2009/index.htm>. The following checklist identifies many nonconforming conditions typically observed during inspections.

### Principal Building

- ☐ Building address numbers shall be mounted to the building structure and visible from the street/road with contrasting numbers at least three inches tall.
- ☐ Exterior walls, foundations, chimneys and roofs must be weather tight and free from missing boards, bricks, blocks or shingles. Rotted wood on shall be replaced or repaired.
- ☐ Windows, skylights, doors and frames shall be kept in sound condition, good repair and weather tight.
- ☐ Stairs, decks, porches and balconies, and all appurtenances, maintained structurally sound, in good repair with proper anchorage and capable of supporting imposed loads.
- ☐ Sleeping in the basement is prohibited unless an emergency egress window or exit door has been installed.
- ☐ Guardrails must be installed and maintained along elevated walking surfaces, including decks, landings, and stairways, firmly fastened, in good condition attached not less than 36 inches above the walking surface.
- ☐ Handrails shall be provided on at least one side of each continuous run of treads or flight of stairs with four or more risers. Stairs of five or more risers shall also have guardrails installed open sides of the stairs.
- ☐ Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Repair all peeling, remove or cover chipping, flaking or abraded paint. Repair cracked or loose plaster, decayed wood and other defective surface conditions.
- ☐ **Smoke alarms** installed at the following locations:
  - On the ceiling or wall outside each separate sleeping area in the immediate vicinity of the bedrooms.
  - In each room used for sleeping purposes.
  - On each story within a dwelling unit, basements and cellars, but not in crawl spaces or uninhabitable attics.
  - Unfinished basements are required to provide hardwire type with battery back-up.
- ☐ **Carbon monoxide** alarms 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 or in which dwelling units that have an attached garage.
- ☐ **Electrical** –
  - Every dwelling shall be served by a main service disconnect that is at least 100 amperes, three wire system.
  - Bonding shall be provided to ensure electrical continuity and to conduct safely any fault current. The bonding jumper shall be properly sized and shall bond the electrical service equipment to metal piping systems, including gas piping.
  - Every habitable space in each dwelling shall contain at least two separate and remote receptacle outlets.
  - Every bathroom shall contain at least one receptacle outlet.
  - All receptacle outlets, light switches, junction boxes, circuit panel boards shall be properly installed with covers.
  - All exterior receptacle outlets and those within 6 feet of kitchen, bathroom or laundry sink shall be GFCI protected.
  - No grounded conductor shall be attached to any terminal or lead so as reverse the designated polarity.
- ☐ **Plumbing** – Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink maintained in a sanitary, safe working condition.
- ☐ Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at not less than 110°F (43°C).
- ☐ Clothes washing machines shall be properly plumbed with hot and cold water, and drained into the sanitary sewer.
- ☐ Dryers must be vented to the outside.

### Accessory Buildings and Structures

- ☐ Accessory structures such as a detached garage, shed or fence shall be structurally sound and in good repair.
- ☐ The yard shall be clean, safe and sanitary, and free of junk and trash.
- ☐ Grading and drainage of the yard must prevent erosion of soil and the accumulation of stagnant water.
- ☐ Sidewalks shall be kept in proper state of repair, free of hazardous conditions and tripping hazards.
- ☐ Off-street parking is permitted only on identifiable parking spaces and driveways on paved or gravel surfaces. No parking is allowed between any street and the front setback (building) line except on an approved driveway.
- ☐ Rodent harborage and pest infestation shall be promptly exterminated by approved processes.
- ☐ Property damage, graffiti, or wanton damage shall be repaired.