

**SCHEDULING AN INSPECTION**

Inspections are scheduled online or by calling (313) 943-2120.

Please allow two (2) weeks for your inspection to be scheduled.

Inspections are performed Monday - Friday.

Homes in the 48126 and 48120 zip code areas are generally inspected from 9 a.m. – noon.

Homes in the 48124 and 48128 zip codes areas are generally inspected from 1 – 4 p.m.

**Inspection Fee**

Inspection fees are **\$200** for single-family homes and **\$250** for two-family properties.

Inspection fees are billed to the property owner after the inspection is performed.

**To Cancel or Re-schedule an Inspection**

Call (313)943-2120 if you have to cancel your inspection. There is a \$50 fee for cancelling 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.
- Clean up exterior yard areas of the property. Cut the lawn, perform general landscaping and trim all overgrown bushes and shrubbery.
- Remove all trash, debris and non-useable items throughout property.
- Repair any broken or hanging shutters, awnings, light fixtures, etc.
- Make sure fences are repaired, painted and in good condition.
- Garages should not be neglected. Loose siding and chipped and peeling paint is not acceptable.
- Windows must be properly glazed and sealed.
- Replace any missing storm windows or screens, door knobs or handles.
- Check for leaking or dripping water supply lines and shut-off valves throughout the house. Repair or replace if needed.
- Smoke detectors are required to be installed in each room used for sleeping, out side each room used for sleeping and in each story of the dwelling — including the basement. Smoke detectors shall be installed per manufacturer’s specifications.

### **PREPARING FOR YOUR INSPECTION** *(continued)*

- 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.
- Handrails are required on stairways with three (3) or more steps.
- Basement stairs must be enclosed by a guardrail or wall.
- Certificate from a licensed heating contractor must be submitted that indicates the heating unit was inspected and is functioning properly.

### **THE INSPECTION**

Inspections take approximately 45 minutes to complete.

- 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.
- A thorough inspection of the public sidewalk is not performed. If you notice any irregularity in the public sidewalk at any time, please report it to the Engineering Division at (313) 943-2145.

### **Property Owner Must be Present**

The owner or representative must be present at the time of inspection. This allows the inspector to explain violations to the appropriate party and answer questions.

### **INSPECTION REPORT**

Inspection reports are available online the day after the inspection. Visit [cityofdearborn.org](http://cityofdearborn.org); Residential Services Department. Inspection reports are also mailed to property owners within two business days after the inspection.

Property owners are given ninety (90) days to correct all violations. Extensions of time may be granted for weather-related items.

### **CORRECTING VIOLATIONS**

The inspection report will indicate if a permit is required. It is recommended that permits be obtained by licensed contractors.

Permit application forms are available online at [cityofdearborn.org](http://cityofdearborn.org) and at the Dearborn Administrative Center. Call (313) 943-2442 for permit information.

## **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.

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. Avoid additional fees and delays in obtaining your Certificate of Occupancy:

**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 Automated Inspection Scheduling System at (313) 943-2400. Permit inspections are generally next-day service. Do not schedule a re-inspection until each of your permits has received an approved final inspection.

**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.

**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. The model and serial number must be included on the heating certificate.

Call (313)943-2120 to schedule a re-inspection.

## **WEATHER-RELATED ITEMS**

In instances where snow, ice, or cold weather may prevent the completion of exterior repairs, an extension of time to June 01 will be granted. There is no charge for this extension.

All interior items must be completed and inspected within ninety (90) days of the initial inspection.

## **CERTIFICATE OF OCCUPANCY**

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

Your Certificate of Occupancy will be mailed to you.

## **IF YOU DECIDE TO SELL YOUR HOME**

If a property owner decides to sell a non-owner occupied property, an inspection must be performed prior to the sale. A new Certificate of Occupancy is required when a home changes ownership.

**FAILURE TO COMPLY**

It is illegal to occupy any property without a valid Certificate of Occupancy. Failure to comply with ordinance requirements is a misdemeanor, punishable by a fine of up to \$500 and/or up to 93 days in jail. Properties will be posted "Illegal Occupancy" for failure to comply with city requirements.

**QUESTIONS?**

City of Dearborn ordinances are available for viewing online at [cityofdearborn.org](http://cityofdearborn.org) or may be purchased at the City Clerk's Office. Ordinances regulating housing inspections and Certificates of Occupancy are in Chapter 11. The related fee schedule is in Chapter 9.

Please call the Residential Services Department/Rental Program at (313)943-2157 for additional information.

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Residential Services Department  
16901 Michigan Ave, Ste 7 . Dearborn, MI 48126  
(313) 943-2150  
[cityofdearborn.org](http://cityofdearborn.org)

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