

Livonia



Rental Properties

The City of Livonia
Inspection Department
a Guide to Renting
Your Home.



Inspection Department
33000 Civic Center Dr.
City Hall Annex
Livonia, MI 48154
(734) 466-2580

INTRODUCTION

Rental Properties

The City of Livonia Inspection Department has prepared this Guidebook to assist you in the process of renting your property within our City. We recognize that in order for your project to be a success, all parties involved need to work together towards the final goal; a safe, well-maintained rental. We take great pride in being part of your success story and encourage you to keep all lines of communication open from the start to the finish. We want to know how we can help!

Included in this Guidebook is important information to help you understand the Application and Inspection process. We have included details for areas that have generated confusion or delays in the past.

Here are the four major concerns with rental properties:

- 1. Dryer Venting:** No screws or pop rivets are allowed to connect dryer venting. The only approved splicing methods are the use of clamps or the preferred method of high temperature foil backed tape, UL approved. The use of flexible duct is allowed, but only one (1) length. The remaining ductwork must be solid duct.
- 2. Smoke Alarms (Detectors):** Smoke alarms in existing buildings constructed before Nov. 6, 1974, not undergoing an alteration, addition, or change in occupancy requiring a building permit, shall be installed in the following locations: 1) In each sleeping room or immediate vicinity of the sleeping room. 2) On each floor level including the basement. (For split levels with the adjacent level less than one full story below the upper level, the upper level shall suffice)
- 3. GFCI Wall Outlets:** A GFCI constantly monitors current flowing through a circuit. A ground fault is an unintentional electrical path between a power source and a grounded surface. If the current flowing into the circuit differs by a very small amount from the returning current, the GFCI interrupts power. Ground faults most often occur when equipment is damaged or defective, such that live electrical parts are no longer adequately protected from unintended contact. If your body provides a path to the ground for this current, you could be burned, severely shocked, or electrocuted. A GFCI works even on two-slot receptacles. Where to install GFCI: Outdoors (since 1973) Bathrooms (since 1975) Garages (since 1978) Kitchens (since 1987) Laundry (since 2005).
- 4. Furnace Certification:** We require the furnace or boiler to be inspected for Carbon Monoxide leakage every 3 years. This must be tested for by a Licensed Mechanical contractor. No permit required

This Guidebook is set up to allow you to quickly reference specific areas of interest.

Please Note: This Guidebook is only intended to be a guide and is not all inclusive of the IPMC 2012 and City Ordinances. For complete details of all requirements, consult the version of the International Property Maintenance Code 2012 that is currently in effect. The guidelines in this guidebook are subject to change without notice.

We hope this Guidebook is helpful and we encourage you to provide us with any suggestions you may have as we continue to work toward improving our permitting process.

Thank you!

The City of Livonia Inspection Department

SOME COMMON VIOLATIONS ON RENTAL PROPERTIES

Rental Properties

1. Exterior common violations

- Install minimum 3" address numbers.
- Clean up and remove debris and trash.
- Remove illegal vehicles, recreational vehicles, etc.
- Repair / replace sidewalks, drives, garage floors.
- Repair / replace exterior porch, steps, brick, handrails, guardrails.
- Repair / replace roof and/or flashings.
- Repair / replace gutters, downspouts, and splash blocks.
- Repair / replace chimney(s) and/or vent(s).
- Repair / replace exterior siding, trim, veneers.
- Paint siding, trim, and/or windows.
- Paint or coat all exterior exposed gas lines.
- Repair / replace windows, glazing, caulk.
- Repair / replace screens.
- Repair / replace doors and/or storm doors.
- Repair / replace door hardware.
- Install ratwall at detached garage and/or accessory buildings.
- Install foundation under house, garage and/or porch.
- Repair / replace foundations, foundation vents, crawl vent, crawl access.
- Provide drainage away from house.
- Repair / replace garage and/or accessory building and/or fence.

2. Interior common violations

- Repair / replace joists, beams, walls.
- Repair / replace basement walls and/or floors.
- Repair / replace interior stairs, handrails and/or guardrails.
- Repair / replace wall coverings and/or paint as needed.
- Repair / replace interior doors and/or hardware to be in proper working order.
- Repair / replace floor coverings.
- Repair / replace attached garage firewall and/or door.
- Remove bedroom(s) in unauthorized basement or other unapproved location.
- Install globe protection on light fixtures.
- Provide clearance to gas fired appliances.
- Dwelling is overcrowded per minimum area requirements.

3. Plumbing common violations

- Repair / replace hot water tank to be proper working order.
- Repair / replace plumbing system. Permit may be required.
- Repair / replace / add / plumbing fixtures.
- Install approved vacuum breakers.
- All plumbing fixtures shall be maintained in a safe, sanitary, and functional operation.
- Issued Permits that have no activity for more than 6 months will be canceled.

4. Heating common violations

- Repair / replace furnace and/or heating unit to be proper working order.
- Provide written certification of any approved heating unit more than (3) years old by licensed heating contractor (and every 3 years thereafter). Age determined by final inspection approval date.
- Repair / replace furnace and/or hot water tank venting.
- Properly vent clothes dryer.

5. Electrical common violations

- Repair / replace electrical service. Obtain Electric permit.
- Replace service entrance cable to code. Permit required.
- Repair / replace electrical fixtures/receptacles.
- Install / replace / repair GFCI outlets in Kitchen / Bath
- Remove extension cords used as permanent wiring.
- Provide clearance to electrical panel.
- Install ground strap across water meter.
- Provide plates and or covers for junction boxes, switches and or outlets.
- Repair / replace / install smoke detectors immediately outside of all bedroom areas and on each level of home.

6. Occupancy load for rentals per State of Michigan:

- 225 sq ft for 1st person, 70 sq ft for each additional person
Do not include sq ft for baths or closets.

7. When selling a rental property.

- We will need a copy of the Purchase Agreement. If a renewal or initial inspection is scheduled in the near future, we will cancel it and follow up on the sale of the property.
- If there are violations still outstanding on the property, and a follow-up inspection is already scheduled we would like to keep it so the violations can be complied.
- The title should not be transferred, but if it is, please inform the new owners that we will need to do an inspection to clear those violations if a date has not already been set.
- After the closing the new owners will also need to take their Property Transfer Affidavit and the Homestead Affidavit to the Assessor's Office and then bring them down here for our records.
- If all violations are taken care of and property is clear, we will then remove it from the Rental program. There may be one final notice for rental renewal when the old one expires but after the above actions are taken the notice can be ignored.

RENTAL INSPECTION GUIDELINES

Rental Properties

Single Family, Two Family, Multi-Family, and Group Home Rental Properties

The City of Livonia has ordained that rental dwellings shall be licensed and inspected. The code will be the Property Maintenance Code of the City of Livonia, which at this time is the International Property Maintenance Code 2012 Edition with City Amendments.

The major thrust of this code is to protect the health, safety, and welfare of the occupants. A secondary concern is to prevent blight within the City, prevent overcrowding, maintain property values, and continue to make Livonia a great place to live and work.

The owners (landlords) of rental property are required to obtain a rental license and to obtain the required Certificate of Compliance. The owners are responsible to complete (and pay for) all required repair/maintenance in a **timely manner**.

A rental property may not be occupied without a license and a Certificate of Compliance.

City Ordinance requires that the licenses be renewed annually or at title transfer. City Ordinance requires inspections, also, annually, at change of tenants, or at change of ownership, whichever occurs first.

Scheduling Rental Inspections

When ready to schedule your rental inspection please call **734-466-2580**. We are normally out about 1 month when scheduling inspections. We have specific times assigned starting at 9:30 a.m. and 3:30 p.m. being our last appointment. On a renewal or follow-up inspection, about 20 minutes is needed for the inspection. If this is an initial inspection, more time may be required.

Costs are as follows:

	<u>Licenses</u>	<u>Inspections</u>
One family / Group home	\$45.00	\$60.00
Two family	\$55.00	\$90.00
Multi family	\$55.00 per bldg. plus \$10.00 per unit over 2	\$75.00 per bldg. plus \$6.00 each unit

Make checks made payable to the City of Livonia. ALL FEES ARE NON-REFUNDABLE AND PAYABLE AT THE TIME OF APPLICATION.

Re-inspection Fees: \$45.00 per occurrence (i.e.: appointment missed or work not ready)

The aforementioned requirements are mandated by the following City of Livonia Ordinance and Sections: 5.03.030, 5.03.170(39), 5.42.020, 5.42.110, 15.32.060, 15.32.065 and 15.56.030(A) and International Property Maintenance Code 2012 Section 104.2 Copies of these Ordinances may be obtained from the City Clerk's Office.

The **PROPERTY OWNER** is responsible for both the license and the inspection. Violation(s) of the Ordinances may result in penalties.

The Housing Law of the State of Michigan, Article VII, Section 126, effective January 2, 1998, provides certain directions to inspectors, owners, and tenants.

If the lease provides the owner a Right of Entry, the owner shall provide the inspector access. The owner shall notify the tenant and schedule the inspection with the tenant.

If the lease does not provide a Right of Entry, the owners shall notify the tenant and the owner shall make a good faith effort to obtain the tenant's permission for the inspection and schedule the same.

If the owner and/or tenant refuse permission to enter, the inspector may obtain a **warrant** to enter. With a warrant or an emergency condition the inspector **may enter at any time**. The tenant may also make a complaint and request an inspection.