

**CITY OF NEW BALTIMORE  
 BUILDING DEPARTMENT  
 36535 GREEN ST  
 NEW BALTIMORE, MI 48047  
 (586)725-2151**

**RESIDENTIAL RENTAL STRUCTURES AND RESIDENTIAL RENTAL UNITS  
 REGISTRATION**

***APPLICATION FOR CERTIFICATE OF COMPLIANCE***

Rental Address \_\_\_\_\_  
 Number of Units \_\_\_\_\_ Number of Occupants \_\_\_\_\_

**OWNER INFORMATION (complete all fields-use additional sheets if needed)**

Name(s) \_\_\_\_\_  
*(Post office boxes are not accepted as the legal address)*  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (Day) ( ) \_\_\_\_\_ (Evening) ( ) \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Owner(s) signature \_\_\_\_\_ Date signed \_\_\_\_\_  
 I/We hereby appoint and designate \_\_\_\_\_ as the responsible local agent.  
 Owner(s) signature(s) \_\_\_\_\_ Date signed \_\_\_\_\_

*The owner may act as the responsible local agent, provided that the owner resides within a 50-mile radius of the city limits.*

**RESPONSIBLE LOCAL AGENT(S) (complete all fields-use additional sheets if needed)**

Name(s) \_\_\_\_\_  
*(Post office boxes are not accepted as the legal address)*  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Responsible local agent(s) signature(s) \_\_\_\_\_ Date signed \_\_\_\_\_

**Registration is valid for as long as ownership remains unchanged.  
 Certificates of Compliance must be issued every five (5) years.**

For Building Department Use Only	
<u>Registration Fees</u>	<u>Inspection Fees</u>
Per Parcel <u>\$20.00</u>	Base fee _____
Total _____	Per Unit Fee _____
Total _____	Total _____
<u>Certificate of Compliance</u>	Issue Date _____
<u>Next Inspection</u>	Date _____



# CITY OF NEW BALTIMORE

36535 GREEN STREET • NEW BALTIMORE, MI 48047 • (586) 725-2151 • FAX (586) 725-6927

## CITY OF NEW BALTIMORE MACOMB COUNTY, MICHIGAN RESOLUTION NO. 682

### RESOLUTION AMENDING RESIDENTIAL RENTAL STRUCTURES AND RESIDENTIAL RENTAL UNIT FEE SCHEDULE, REGISTRATION FEES AND REINSPECTION FEES

At the regular meeting of the City Council for the City of New Baltimore held in the Council Chambers at 36535 Green Street, City of New Baltimore, Macomb County, Michigan, 48047, on the 14th day of November, 2007, commencing at 7:00 p.m.

Present: Butler, Christie, Hayman, Duffy, Morisette, Burkhardt  
Absent: None

WHEREAS, the City Council, pursuant to Chapter 10, Art. IV of the Code of Ordinances has authority to set fees for rental registrations and inspections, and

WHEREAS, the City Council is desirous of amending fees for rental registration and approving fees for reinspection.

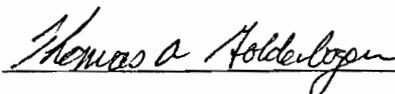
NOW, THEREFORE, upon motion by Councilperson Butler, supported by Councilperson Burkhardt,

IT IS HEREBY RESOLVED, that the residential rental structures and residential rental unit fee schedule is amended and such fees are adopted as set forth on the revised scheduled attached hereto as Exhibit A.

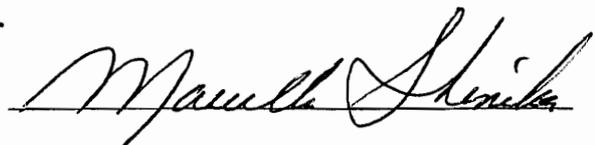
Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

AYES: Butler, Burkhardt, Morisette, Duffy, Hayman, Christie  
NAYS: None  
ABSENT: None

#### RESOLUTION DECLARED ADOPTED.

  
\_\_\_\_\_

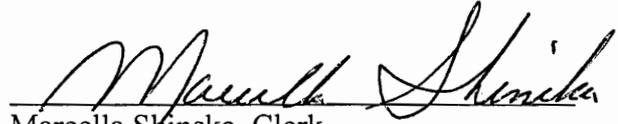
Thomas A. Goldenbogen, Mayor

  
\_\_\_\_\_

Marcella Shinska, Clerk

### CERTIFICATION OF CLERK

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Council of the City of New Baltimore, County of Macomb, State of Michigan, at a regular meeting held on November 14, 2007, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

  
Marcella Shinska, Clerk

**RESIDENTIAL RENTAL STRUCTURES AND  
RESIDENTIAL RENTAL UNITS FEE SCHEDULE**

Fees must be paid at the time of registration. Upon registration, the building official shall inform the applicant of the certificate of compliance requirements. The term of registration shall be valid for as long as ownership remains unchanged.

**CERTIFICATE OF COMPLIANCE - INSPECTION FEES:**

A certificate of compliance must be re-issued at least every four (4) years.

Single-Family Rental Structure		\$ 100.00
Multiple Family Rental Structure	Base fee:	\$ 25.00 plus the following:
	<b>Units</b>	
	2	\$ 75.00
	3	100.00
	4	125.00
	5	150.00
	6	200.00
	7	225.00
	8	250.00
	9	270.00
	10	290.00
	Over 10	300.00 plus \$10.00 per unit

**REGISTRATION:**

Registration must be completed within 30 days of transfer of ownership.

All Residential Structures	\$ 20.00 per separately addressed parcel (not unit) and/or separately legally described parcel.
Late Fee (Fees in place of Standard Fee)	\$ 25.00 per separately addressed parcel (not unit) and/or separately legally described parcel.

**REINSPECION FEES:**

Reinspection fees shall be \$25.00 for each reinspection. These fees apply where the inspector returns to observe whether deficiencies previously noted have been corrected. The original inspection fees provided above shall apply where an entire unit is reinspected associated with the issuance of a new or renewal certificate of compliance.



# CITY OF NEW BALTIMORE

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## CITY OF NEW BALTIMORE MACOMB COUNTY, MICHIGAN

### RESOLUTION NO. 681

#### RESOLUTION ADOPTING OF RENTAL INSPECTION GUIDELINES

At the regular meeting of the City Council for the City of New Baltimore held in the Council Chambers at 36535 Green Street, City of New Baltimore, Macomb County, Michigan, 48047, on the 14th day of November, 2007, commencing at 7:00 p.m.

Present: Butler, Christie, Hayman, Duffy, Morisette, Burkhardt  
Absent: None

WHEREAS, the City Council, is desirous of adopting inspection guidelines in accordance with Section 10-136 of the Code of Ordinances, Residential Rental Structures and Residential Rental Units;

NOW, THEREFORE, upon motion by Councilperson Butler, supported by Councilperson Duffy,

IT IS HEREBY RESOLVED, that the City of New Baltimore Rental Inspection Guidelines attached hereto as Exhibit A, are hereby adopted as Rental Inspection Guidelines in accordance with Section 10-136 of the Code of Ordinances and other relevant provisions.

Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

AYES: Butler, Duffy, Christie, Burkhardt, Morisette, Hayman

NAYS: None

ABSENT: None

#### RESOLUTION DECLARED ADOPTED.

Handwritten signature of Thomas A. Goldenbogen in cursive script.

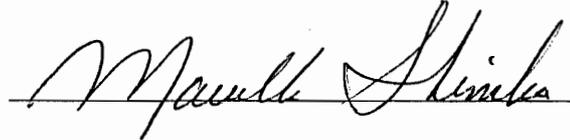
Thomas A. Goldenbogen, Mayor

Handwritten signature of Marcella Shinska in cursive script.

Marcella Shinska, Clerk

## CERTIFICATION OF CLERK

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Council of the City of New Baltimore, County of Macomb, State of Michigan, at a regular meeting held on November 14, 2007, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

A handwritten signature in cursive script, reading "Marcella Shinska", written over a horizontal line.

Marcella Shinska, Clerk

**EXHIBIT A**  
**CITY OF NEW BALTIMORE**  
**RENTAL INSPECTION GUIDELINES**

The following are Rental Inspection Guidelines adopted pursuant to the Code of Ordinances Section 10-136.

**I. Applicable Law for Which Compliance is Required.**

Rental property and structures will be inspected for compliance with the Codes adopted and in effect for the City of New Baltimore at the time the inspection occurs. These Codes include the Michigan Residential Code, Michigan Building Code, International Property Maintenance Code, International Fire Code, National Electrical Code, Michigan Plumbing Code, Michigan Mechanical Code, Michigan Existing Rehab Code. . To the extent these codes by reference include or have adopted other codes, such codes shall also be applicable. In addition, the City regulatory ordinances which are applicable to property and structures inspected require compliance. Property owners are encouraged to review the codes and ordinances of the City of New Baltimore and to familiarize themselves with the terms and provisions of such codes.

**II. Area Subject to Inspection.**

The entire premises which includes the exterior property and exterior of buildings and structures as well as the interior of buildings and structures are subject to inspection. Rooms, closets, attics, basements, crawl spaces, garages, sheds and all other spaces are subject to inspection.

**III. Persons Conducting Inspection.**

The building inspector or his or her designee, including other inspectors of the City shall be permitted to conduct inspections. The person conducting the inspection may be assisted in the inspection by a person with specialized knowledge in an area relating to building construction. By way of illustration, such persons would include persons with specialized knowledge in electrical or plumbing.

**IV. Presentation of Credentials at Time of Inspection.**

The inspector and any other persons appearing at the time of inspection shall present credentials of identification. These credentials should include photo identification such as a driver=s license or other photographic identification. Business cards or other further evidence of identification may also be presented.

## **V. Method of Inspection.**

The inspector may examine all areas, the interior and exterior. Please see the above guideline relating to areas subject to inspection. The inspector may move curtains, rugs, furniture and other items present in the premises so long as they are reasonably returned to their previous location. The person inspecting may utilize tools in conjunction with the inspection, including, but not limited to, flashlights and measuring devices. Where areas of the premises are inaccessible as a result of being locked or entrances otherwise obstructed, a request shall be made that such areas forthwith be made available for inspection. If inspection is not provided, areas not made available shall be noted on the Rental Inspection Report Checklist. Further inspection of these areas may be sought in accordance with the ordinance.

## **VI. Completion of the Rental Inspection Report Checklist.**

The Rental Inspection Report Checklist shall be completed. The Rental Inspection Report Checklist is in the form as attached hereto to the Rental Inspection Guidelines. In addition, as a supplement to the Rental Inspection Report Checklist, a written notation of areas for which inspection was refused shall be made and a notation of any items damaged by the inspectors or any persons accompanying shall also be made. Conditions requiring compliance shall be noted on the Rental Inspection Report Checklist. On the completion of compliance in accordance with the provisions of the ordinance, a Certificate of Compliance shall issue. For areas where non-compliance exists, a general description of the scope of repairs required shall be made.

## **VII. Illustrations of Areas Requiring Compliance.**

In order to assist persons seeking to comply with the ordinance, a non-exhaustive summary of areas requiring compliance is provided. This list is illustrative only. Reference to the applicable code section associated with the requirement in effect at the time the guidelines were adopted is provided. Please note that this list is illustrative only and compliance with all of the codes noted above is required.

### **A. Interior (Sections cited are from the Internal Property Maintenance Code, 2003 Edition unless otherwise noted.)**

#### **1. Living Room, Dining Room, Bedrooms, Family Room, Hallways, Recreation Rooms.**

- a.. No holes in plaster or wallboard. Cracks must be filled. 305.3.
- b.. Flaking paint from walls and windows must be removed. 305.3
- c.. Lights in proper working order. Cover plates on outlets. Fixtures provided where required. i.e., one switch ceiling light or switch

outlet for each room. Each habitable room shall have a minimum of two duplex outlets. 604.3, 605.2, 605.3

- d. Doors in good condition which open and close and have working hardware and latching assemblies. No holes in doors. 305.6; 304.18.1.
- e. Missing doors required, including bedrooms, bathrooms, and closets. 305.6.
- f. Broken or cracked windows replaced as well as damaged screens. Screens on all windows except basement windows. 304.13 - 304.14, 304.18.1
- g. Smoke Detectors are required in bedrooms and habitable areas. 704.2; 11/10/06, any structures; pre-11/6/94, see attached.

**2. Bathrooms.** Chapter 5, Plumbing & Fixture Requirements

- a. Same as above. 305.3
- b. Sinks, toilets, and bathtubs securely attached to walls, floors or both. 501.2, 504.1
- c. Plumbing must work and faucets must not leak. Adequate water supply and pressure. Plumbing must meet Michigan Plumbing Code. 501, 501.2, 504.1.
- d. All material, including tiles, formica, or other material must be present, i.e., no missing or cracked material or material with wholes. 305.3; 503.4
- e. Bathrooms and basements must have vent fans that vent to the outside, if not equipped to and exterior window capable of opening. Ventilation, 403.1-403.2.
- f. Bathtub must be properly caulked between the wall and tub. Tile must be properly grouted. Remove mildew or evidence of water damage and condensation. 504.1
- g. Light fixture controlled by switch must be present. A receptacle separate from light switch must be provided. 605.2-605.3

**3. Kitchens.**

- a. Generally, the same as above. 305.3
- b. All built-in appliances must be in proper working order. All garbage disposals must be controlled by a switch. (Must be capable of performing intended function. 603.1
- c. Vent fans must work. 605.1, 603.1
- d. All floor covering must be intact. Any broken or torn floor covering must be repaired or replaced. Countertops must be intact. 305.1.
- f. All kitchen outlets must be grounded. A minimum of two (2) grounded outlets are required. Also w/GFI. Rehab Code of 2003 608.3.2, 608.3.4, 115.1-115.3.

**4. Basement.**

- a. Boilers and furnace, hot water tank, air conditioners, and sump pumps must be in good working condition. Mechanical Code 102.3, 104.4, 105.3, 1004.3, 1001.2
- b. Hot water tank must have temperature and pressure relief valve with a dripleg extending within four (4) inches of the floor or manufacturer's instructions. 505.4
- c. Handrails must be installed on all staircases where four (4) or more steps are involved. There must not be less than 34 inches to 38 inches between the handrail and the staircase nor more than 38 inches in height. Residential Code MRC 03-R311.5.6, 305.5
- d. 60 AMP electrical service is required in most cases. AS@ type safety fuses are required in homes where fuses are used rather than circuit breakers. Fuses must be of proper amperage rating. Electrical permit required for service changes. Electrical Code 604.2; NEC 2002 Art 240; NEC 2002 230.79 a-d.
- e. Electrical wiring in the basement must be installed according to code. All exposed electrical wiring from ceilings down must be protected with drywall, conduit, or other approved means. A grounded laundry duplex is required. NEC 202 Art 334.

- f. Missing or broken floor tiles, ceiling tiles, or holes in wallboard or wall must be repaired or replaced. 305.1
- g. A clear area must be maintained per manufacturers specifications around the furnace. Any enclosure or wall within that area must be construction or non-combustible material. Paneling in this area is prohibited. Front of unit must have clear space large enough to remove parts and be able to service unit. Michigan Mechanical Code 2003, Section 304, 306, 304.1, 306.1, 306.1.1, 306.3, 306.4.
- h. Stairs must be in good condition. No broken or cracked steps allowed. Handrails are required. 305.4
- i. Fireplaces in the basement or any other part of the house must be in good working condition. All fireplaces, either wood-burning or gas logs, must have their own chimney, Fireplaces cannot be vented through the furnace or hot water tank stacks. Inspection by a licensed mechanical contractor may be required and submit report of condition. 602.3, PM/ Mechanical Code 102.3, 104.4..
- j. Basement Hatchways. 304.16, 304/18/3.

**B. Exterior. (Sections cited are from the International Property Maintenance Code, 2003 Edition unless otherwise noted.)**

- 1. Debris must be removed from the premises. 302.1
- 2. Roof should be sound and with no missing shingles. The roof and flashing shall be sound and tight and not have defects that admit rain to protect walls and interior of structure. 304.7
- 3. Chimney must be sound, structurally safe and in good repair. All missing mortar joints must be filled. 304.11, 304.2.
- 4. Gutters and conductors must be provided where required and be properly attached to the structure. Conductors are not to be tied into the sewer system. Splash blocks are required for conductors whenever they run directly to the ground. Roof water shall not be discharged in a manner that creates a public nuisance. 304.7
- 5. Foundation vents where required must be of sound condition. MRC 408.1, 408.2

6. All fences shall be of sound condition. Any fencing not in sound condition must be repaired, replaced, or removed. Zoning/Blight 304.2.
7. Garages must be of sound condition and any electrical wiring must meet code. Wiring in garages must be routed through the studs or joists rather than on the surface. NEC Chapter 3, NEC 2002, Art. 334, 604.3
8. Pools must be to code. All electrical, plumbing and heating are to be in sound condition. Pools shall be equipped with a ground fault interrupter (GFI) outlet wired to code All overhead wires must be located at least 18 feet vertically and 10 feet horizontally from the pool water=s edge. NEC 202, Art 680.
9. Porches and steps shall be structurally sound. Missing mortar joints must be repaired and all steps shall be properly secured. Handrails are required where specified by code. 304.10.
10. All sidewalks, walkways, stairs, and driveways, parking spaces and similar areas shall be kept in proper state of repair and m maintained free from hazardous conditions. 302.3
11. Off-street parking must comply with the zoning ordinance and site plan approvals. 302.3
12. The exterior of the house, garage, shed, pool, and all trim should be properly weather-tight. All paint that is flaking must be removed and repainted. 304.2
13. Exits shall have an exterior light fixture that is controlled by an interior switch. NEC 202 210.70(2)(8).