



City of Inkster
26215 Trowbridge
Inkster MI 48141
(313) 563-7716 FAX (313) 563-6521
mckenna@cityofinkster.com

Building Department
Certificate of Occupancy Procedures

I. A MLS SHEET OR PURCHASE AGREEMENT IS REQUIRED TO BE SUBMITTED TO THE DEPARTMENT

II. FEES

Inspection Fee \$185.00 Rental Registration Fee \$10
Includes: electric, plumbing and building inspections
Prices includes first and final inspections
(Any additional inspections cost \$40.00 re-call fee)

Vacant Property Registration fee is \$500.00 with inspections performed on Monday, Wednesday and Thursday

III. INSPECTION SCHEDULE

Inspections given on: Monday through Friday every week.
All utilities should be on before scheduling the inspection. Call the morning of inspection (313) 563-4839 between 8:30 - 9:00 for inspection time.
Morning inspections: 9:00 - NOON Afternoon inspections: 12:00 - 4:00.
Your copy of inspection report will be left on kitchen counter at property!

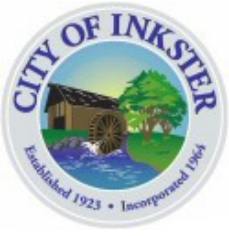
IV. LETTERS TO CLOSE(Bank Properties)

Once an onsite inspection has occurred the prospective buyer may submit a \$225.00 bond for a letter to close. That person must supply a purchase agreement. The department will then issue a Certificate of Occupancy once all repairs have been completed and approved. Two-Hundred Dollars will be refunded to the entity who posted the bond. It takes a minimum of two weeks for bond refund.

V. FURNACES

Owners are responsible for the carbon monoxide test on furnaces by a certified heating and cooling company who will do this test. The City must have the results of test and all repairs must be completed and approved to receive a Certificate of Occupancy from the City.

VI. In winter 11-15 thru 5-15 money can be escrowed/bond for concrete work. Please allow a minimum of one week to complete this process.



VACANT PROPERTY REGISTRATION FORM

Planning, Building & Economic Development Department
 26215 Trowbridge
 City of Inkster, Michigan
 313-563-7716 • www.mckenna@cityofinkster.com

1. PROPERTY INFORMATION

ADDRESS OF VACANT PROPERTY: _____

PARCEL'S TAX IDENTIFICATION NUMBER (IF KNOWN): _____

PROPERTY TYPE: SINGLE FAMILY MULTIPLE FAMILY COMMERCIAL
 INDUSTRIAL WATER ON OFF GAS ON OFF
 ELECTRICITY N FF WINTERIZED N

2. PROPERTY OWNER (must provide copy of valid ID)

NAME: _____

CONTACT NAME (IF BUSINESS): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ E-MAIL: _____

DRIVERS LICENSE NUMBER _____

3. PROPERTY MANAGER / EMERGENCY CONTACT (must provide copy of valid ID)

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

BUSINESS PHONE: _____ 24-HOUR PHONE: _____

DRIVERS LICENSE NUMBER _____

4. REGISTRATION FEE: \$500.00 PER PROPERTY

Please fill out the information requested above, sign and deliver or mail this form with your payment payable to "City of Inkster" to:

The City of Inkster
 Attention: Planning, Building & Economic Development Department 26215 Trowbridge
 Inkster, MI 48141

 SIGNATURE

 DATE

 PRINT NAME