

**Residential Point of Sale  
Inspection Guide**



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**City of Dearborn  
Residential Services Department**



Pursuant to City of Dearborn ordinances, homes for sale must be inspected to ensure compliance with minimum housing standards. Noted violations must be corrected and all repairs must be made before occupancy is allowed.

### **SCHEDULING AN INSPECTION**

Property owners, legal representatives, or listing real estate agents may schedule an inspection.

*(Power of Attorneys, Executors, Trustees: documentation must be provided to show legal status)*

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

Inspections are performed Monday-Friday, from 9 a.m.-3:30 p.m.

Expedited inspections may be available during non-working hours for an additional fee.

#### **❖ Apply in Person or by Phone**

Residential Services Department  
4500 Maple (lower level of the West Wing of City Hall)  
Monday – Friday, 8 a.m. to 4:30 p.m.

(313)943-2120 and (313)943-3335

#### **❖ Inspection Fee**

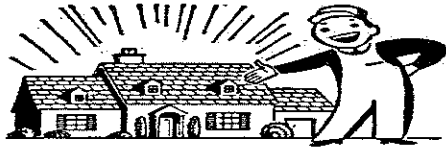
Inspection fees are \$200 for single-family homes and \$250 for two-family properties.

Payments shall be made in advance of your inspection.

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

Call (313)943-2120 or (313)943-3335 if you have to cancel your inspection. Cancellations are taken up to 9 a.m. on the day of the scheduled inspection.

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

The following checklist will help you get ready for your inspection.

- Clean up exterior yard areas and 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.
- 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. (Many people forget to replace them after painting.)

## PREPARING FOR YOUR INSPECTION (continued)

- Handrails are required on stairways with three (3) or more steps.
- Basement stairs must be enclosed by a guardrail or wall. Children and pets have been known to fall off basement stairways because proper guardrails are not present.
- Make sure areas of the house and garage are accessible for the inspector.
- Certificate from a licensed heating contractor must be submitted that indicates the heating unit was inspected and is functioning properly.

### ❖ Special Note about Utilities

Utilities must be turned on so that a complete inspection can be performed. If an inspector cannot complete an inspection, another inspection must be scheduled and a \$50 fee will be charged.

## THE INSPECTION

Inspections take approximately 45 minutes to complete.

### ❖ 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.

### ❖ If you Have a Pet

An inspector has the right to refuse to inspect your property if an animal is not leashed or placed in a separate area of the home.



### ❖ What We DO NOT Do

Home inspections are not a warranty or guarantee of the condition of the property. The City is not responsible for items not inspected. The following are examples of items not inspected; however they may be of interest to property owners. We strongly encourage you to consider hiring a private home inspector to review these types of items.

## THE INSPECTION (continued)

### ❖ What We DO NOT Do (continued)

- Inspectors do not move furnishings, personal items, or appliances, nor do they 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 included in this inspection. The condition of the public sidewalk will be evaluated by the Engineering Division of the Department of Public Works in a separate inspection that will occur at a later date. If you notice any irregularity in the public sidewalk at any time, please report it immediately to the Engineering Division at (313)943-2145.

## INSPECTION REPORT



A copy of the inspection report is given to the owner or representative.

Inspection reports are generally valid for one (1) year from the date of the original inspection.

The current owner is responsible for correcting all violations and required repairs.

A home may be sold "as is." Please see Page -9- for more information.

## CORRECTING VIOLATIONS

All repairs must be done in a thorough, neat and professional manner. Sub-standard work is not acceptable and will not be approved.

Certain violations and repairs require a permit for correction. No work may be started until all permits are obtained.

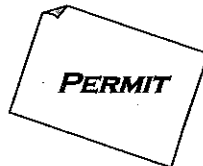


## CORRECTING VIOLATIONS (continued)

### ❖ Permit Information

If the inspector has indicated items that require a permit, please note the following:

- There are fines for failing to obtain permits when they are required.
- It is strongly recommended that permits and compliance certificates be obtained by licensed contractors. (Contractors must be licensed by the State of Michigan and registered with the City of Dearborn.) If a contractor asks you to obtain a permit on his/her behalf, please see "Homeowner Permits" section below.
- It takes approximately five (5) to ten (10) days to process a permit application. Concrete permits are issued within 48 hours to contractors enrolled in the City's Licensed Concrete Contractor Program.
- Permits and inspections are necessary to ensure work is being performed properly and according to all applicable building and safety codes.
- Permit and compliance certificate application forms are available at the Residential Services Department, 4500 Maple (located in the lower level of the West Wing of City Hall), and also online at [cityofdearborn.org](http://cityofdearborn.org)
- Separate permit inspections are required for permitted items. Permit inspections are scheduled by calling the Automated Inspection Scheduling System at (313) 943-2400. Permit inspections are generally next-day service.



### ❖ Homeowner Permits

Homeowners may obtain most permits; however, if you choose to obtain a homeowner permit, please be aware of the following:

- Unlike permits obtained by contractors, the City of Dearborn will not be able to help you resolve any disputes or problems you have with your contractor or with the work he/she performs.
- If your contractor asks you to obtain a permit, he/she may not be licensed or may be attempting to absolve him/herself from liability and responsibility for the quality and workmanship of the work performed.

## **CORRECTING VIOLATIONS (continued)**

### **❖ Homeowner Permits (continued)**

- YOU will be responsible for correcting any deficiencies in the work performed, regardless of who performed the work.
- You will be held to the same standards and same inspection schedule as a contractor.
- It is not less expensive for a homeowner to obtain a permit.
- The timeframe for processing permit applications is the same for homeowners and contractors.

### **Important Note**



**MOST FINANCIAL INSTITUTIONS REQUIRE  
A CERTIFICATE OF OCCUPANCY OR  
DOCUMENTATION OF INSPECTION  
FOR CLOSING**

### **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.

## THE RE-INSPECTION (continued)

### ❖ Helpful Checklist

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. Use this checklist to 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 have received a final and approved 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.

**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.

### ❖ Schedule Your Re-Inspection

Call (313)943-2120 or (313)943-3335 to schedule a re-inspection.



## WEATHER-RELATED ITEMS



The Residential Services Department understands that snow, ice, or cold weather may prevent the completion of exterior repairs. Furthermore, certain repairs, such as concrete or exterior paint, should not be made due to the potential for substandard quality, poor workmanship.

### ❖ Conditional Occupancy for Weather-Related Items

Conditional occupancy may be allowed when weather-related conditions prevent the completion of exterior repairs. A Conditional Occupancy Agreement must be signed and executed before occupancy can occur.

Conditional Occupancy agreements are issued upon the condition that complete conformance be achieved within a reasonable time, usually ninety (90) days. An extension may be granted for an additional ninety (90) days for a fee of \$25.

If compliance is not achieved as agreed, the home will be posted as "Illegal to Occupy" and the property owner will be prosecuted for failing to obtain a Certificate of Occupancy.

## CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy will be issued after the re-inspection has been performed and all noted violations have been corrected and required repairs have been made.

Certificates of Occupancy are prepared in the purchaser's name. (In some cases, you will have to wait until you have a buyer before the Certificate of Occupancy can be prepared.)



There is no additional fee for the Certificate of Occupancy.

Please allow 48 hours for Certificates of Occupancy to be prepared.

## IF YOUR HOUSE DOES NOT SELL

Inspection reports are valid for one year from the initial inspection date.

In the event that your property is still for sale after one year, you must order a new inspection.

**RENTAL PROPERTY**

The City of Dearborn requires that all non-owner occupied property be registered. If you purchase a house for rental purposes, or if you decide to rent your home instead of selling it, you must register it as a non-owner occupied property.

Non-owner occupied property is inspected every three (3) years to ensure compliance with applicable building, safety and property maintenance codes and ordinances.



❖ **Register a Non-Owner Occupied Property**  
Call (313)943-2157 to register a non-owner occupied property.

**CAN A HOME BE SOLD "AS IS"?**

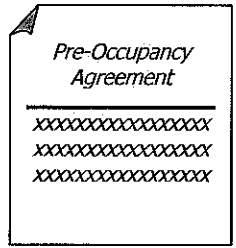
Yes, provided that the following conditions are met:



- Pre-Occupancy Agreement is signed, indicating that all cited violations will be corrected and required repairs will be made within six (6) months.
- \$495 non-refundable administrative fee is paid.
- Occupancy is not allowed until all violations are corrected and all required repairs are made.

**PRE-OCCUPANCY AGREEMENT**

A Pre-Occupancy Agreement is prepared and signed by the proposed property owner, indicating that all cited violations will be corrected all required repairs will be made within six (6) months of the date of the agreement. This agreement is used for CLOSING PURPOSES ONLY and does not allow occupancy of the premises.



❖ **Fee**

A non-refundable \$495 administrative fee is charged.

❖ **Extensions**

Extensions for an additional thirty (30) days may be granted provided sufficient progress has been made.

❖ **Extension Fee**

\$25 fee is charged for each 30-day extension.

## CONDITIONAL OCCUPANCY

Conditional occupancy may be allowed when all health and safety items have been corrected and exterior property maintenance items have been addressed.

Conditional Occupancy agreements are issued upon the condition that complete conformance be achieved within a reasonable time, usually ninety (90) days.

If compliance is not achieved as agreed, the home will be posted as "Illegal to Occupy" and the property owner will be prosecuted for failing to obtain a Certificate of Occupancy.

### ❖ Extensions

Extensions for an additional ninety (90) days may be granted provided sufficient progress has been made to correct outstanding violations.

### ❖ Extension Fee

\$25 fee is charged for each 90-day extension.

## FAILURE TO COMPLY



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. Owners, realtors, financial institutions, title companies and mortgage companies may be held responsible for non-compliance.

## 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 at (313)943-2120 or (313)943-3335 for additional information.

Thank you for your cooperation!

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**City of Dearborn**  
**Residential Services Department**  
4500 Maple  
Dearborn, MI 48126  
**(313)943-2120 and (313)943-3335**  
[www.cityofdearborn.org](http://www.cityofdearborn.org)

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