



Rental Certificate of Compliance Inspection – Self-Test

The purpose of a Certificate of Compliance inspection is to ensure your property meets the minimum standards of City of Mount Clemens Codes and Ordinances, including the 2012 International Property Maintenance Code (IPMC). The intent is to ensure public health, safety, and welfare of occupants and to maintain and enhance property values.

SCHEDULING

- Inspections are conducted on a 2-year cycle. The property owners and/or responsible parties will be notified via hard copy letter when inspections are to be scheduled. Contact Community Development at (586) 469-6818 x2 to schedule an inspection. This will help you avoid enforcement fees. Phone hours are Monday through Friday 8:00 a.m. to 4:30 p.m.
- Notify **tenants** at least 48 hours in advance of the inspection date or per your lease agreement.
- Use the pre-inspection checklist below to **prepare the property** and take the necessary corrective action prior to the inspection. This will allow you to receive a quicker Certificate of Compliance and avoid reinspections and possible additional fees. **Please note that this is not a comprehensive list of all items listed in the IPMC.**

EXTERIOR

- Roof**, flashing, drains; gutters and downspouts shall be sound, tight and not have defects that admit rain. Shingles should not be missing, worn to the point they are curling or damaged by trees. Gutters and downspouts should be in good repair; all parts intact and properly attached. (304.7)
- Chimneys** shall be maintained structurally safe and sound, and in good repair. Check for cracks and missing mortar. (304.11, 603.2)
- Exterior wall surfaces** must be free from holes, breaks, and loose or rotting materials. All exterior surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. (304.2, 304.6)
 - Ensure all **handrails** and **guardrails** are securely anchored and in good repair. Handrails are required for any interior or exterior stairway with 4 or more stair risers. Guardrails are required when any open portion of a stair, landing, balcony, deck, ramp or other walking surface is more than 30 inches above the floor or grade below. (307.1)
- Windows** and frames shall be kept in sound condition, good repair and weather tight. Check for peeling paint, broken storm window frames, insect screen damage, broken or cracked window panes. Insect screens required from April through October. (304.2, 304.13, 304.14, 304.17)
- Doors** and hardware shall be maintained in good condition. Each entry or exit from or to the exterior shall be equipped with an exterior light fixture controlled by a switch inside. Check for weather tight fit, deadbolt locks, light fixture globe and bulb intact. Screen doors shall have a self-closing device in good repair. (304.13, 304.15, 304.18.1, 304.14)
- All **foundation** walls shall be maintained, free from open cracks and breaks and prevent entry of rodents and pests. Check for holes or cracks where a pencil can penetrate the surface and fill them in. (304.5)
- Sidewalks** and **driveways** must be in a proper state of repair and maintained free from hazards. Check for cracks, breaks and uneven surfaces that create trip hazards. Shovel, if necessary. (302.3)
- Yard** maintained free of trash and grass under 8" tall. Approved leak proof, covered, outside garbage container with tight fitting lid must be provided. (Blight Ordinance, 308.3, 308.3.1)
- Accessory structures**, including detached garages, sheds, fences and walls, shall be maintained structurally sound and in good repair. (302.7)

INTERIOR

- Interior wall surface**, including windows and doors, shall be maintained in good, clean and sanitary condition. Check for peeling paint, holes and other defective surface conditions. (305.3)
- Stairs and **walking surfaces** shall be maintained in sound condition and good repair. Handrails and guardrails must be firmly fastened and maintained in good condition. Check for trip hazards. (305.4, 305.5)



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- Windows** accessible to the public must have a functioning locking device. Single or double hung sash windows accessible to the public must have easily removable window pinning to secure the window in a partially open position of 4 to 6 inches for ventilation. Windows must be easily openable and capable of being held in position by window hardware. (304.13.2, 304.18.2)
- Doors** must open and close easily, provide security for occupants and provide safe egress. No hasp hardware, double keyed locks or padlocks on egress or habitable room doors. Deadbolts not allowed on interior bedroom doors, unless in a rooming house. (304.15, 304.18, 304.18.1, 305.6, 702.3)
- Building must be free of insect and rodent **infestation**. (302.5, 309.1)
- Approved **smoke detectors** shall be located in every bedroom, outside sleeping area(s) and on every level. Smoke detectors must be properly installed and functioning, and must be interconnected (hard wire or wireless). Test every one. (704.2, 704.4)
- Electrical service** shall be at least 3 wire, 120/240 volt, single phase, 60 amperes. Electrical equipment and appliances properly installed and maintained in a safe and approved manner. Two separate and remote receptacles in every habitable space. Every bathroom shall contain at least one receptacle. At least one electric light is required in every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room. Extension cords shall not be used for permanent wiring. Check to ensure appliances are functional, sufficient receptacles in place, lighting provided and extension cords are not running over or under furniture or doors, (305.1, 603.1, 604.2, 605.1, 605.2, 605.3, 605.4)
- All **plumbing** fixtures must be installed and maintained in working order, free from obstructions, leaks or defects and be capable of performing the function for which they are designed. Sufficient volume and water pressure shall be supplied to plumbing fixtures to enable proper function. 110° hot water shall be provided. (504.1, 505.1, 505.3, 505.4)
- Any permanent **heating system** or heating appliance shall be inspected and serviced by a licensed heating contractor within the 12 months preceding an inspection, with a copy of the inspection report supplied to the City. Heat must supply a minimum temperature of 68° F. (602.3, 603.1)
- Ensure all mechanical **ventilation systems** are in good repair and functioning as intended. This includes kitchen and bath exhaust fans, clothes dryer exhaust and fuel burning equipment exhaust vents. (403.2, 403.5, 603.1, 603.2)
- Bedrooms** must contain a minimum of 70 square feet and every bedroom occupied by more than one person shall contain a minimum of 50 square feet of floor area for each occupant. No bedrooms in basements without approved second means of egress and which meets code for habitable areas. (404.4.1, 404.4.4, 404.4.5)
- A safe, continuous and unobstructed path of **egress** shall be provided from any point in a building to the public way. Indoor storage should be safe and sanitary; does not block doors, windows or stairways. Flammable liquid containers should not be stored inside. (108.1.2, 702.1)

NOTES