



**ARTICLE X. RENTAL REGISTRATION AND  
INSPECTION  
City Code  
City of Zeeland**

**Community Development Department**  
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Phone 616-772-0872 - Fax 616-772-0880  
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**ARTICLE X. RENTAL REGISTRATION AND INSPECTION**

**Sec. 10-271. - Purpose and intent.**

For the health and safety of tenants and for the welfare of the public, the city recognizes the need for an organized inspection and registration program for residential rental units located within the city in order to ensure that rental units meet all applicable building, existing structures, fire, health, safety, and zoning codes. The city hereby finds that the most efficient system to achieve such objectives is a program requiring the registration and inspection of residential rental units within the city. (Code 1974, § 6-101; Ord. No. 847, § 1(6-100.1), 2-19-2007)

**Sec. 10-272. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dwelling unit means a building, mobile home, or portion thereof, designed for occupancy for residential purposes and having cooking facilities and sanitary facilities, except:

- (1) Places of public accommodation such as a hotel, motel, or bed and breakfast establishments;
- (2) Units required to be occupied by an employee or agent of an owner as a condition of employment (i.e., parsonages);
- (3) Any dwellings, dwelling units or mobile homes, which the state has exclusive authority under state law to inspect and regulate;
- (4) The principal residence of the owner, which is temporarily occupied by a person other than the owner for not more than two years;
- (5) The dwelling of a surviving spouse who is living in a home which is owned by the deceased spouse's heirs, estate or trust;
- (6) A dwelling in which a parent, child, brother, or sister of an owner is living;
- (7) Dwellings in a dormitory operated by an institution of higher education; and
- (8) Dwelling units in which an owner of such unit resides unless the nonowner occupant of such dwelling unit pays rent or makes other compensation to the owner for occupancy of the dwelling unit.

Landlord means any person who owns or controls a dwelling, dwelling unit, or rental unit and rents such unit, either personally or through a designated agent, to any person.

Owner means the legal title holder of a rental unit or the premises within which the rental unit is situated. Owner-occupied rental unit means a rental unit that is occupied in whole or in part by an individual whose name specifically appears on the deed for the property where the rental unit is located.

Person means any natural individual, firm, partnership, association, joint stock company, joint venture, public or private corporation or receiver, executor, personal representative, trust, trustee, conservator or other representative appointed by order of any court.

Premises means a lot, plot or parcel of land, including the buildings or structures thereon, which also includes dwelling units and dwellings.

Rental unit means any dwelling unit or residential structure containing sleeping units, including but not limited to apartments, boardinghouses, or sleeping rooms, which is leased or rented from the owner or other person in control of such units, to any tenant, whether by day, week, month, year or any other term.

Responsible local agent means a natural person having his place of residence in the state and designated by the property owner as the agent responsible for operating such property in compliance with the ordinances adopted by the city.

Tenant means any individual who has the temporary use and occupancy of real property owned by another person in subordination to that other person's title and with that other person's consent; for example, a person who rents or leases a dwelling, dwelling unit, or rental unit from a landlord. (Code 1974, § 6-102; Ord. No. 847, § 1(6-100.2), 2-19-2007)

**Sec. 10-273. - Requirements.**

No person shall lease, rent, occupy, or otherwise allow a rental unit within the city to be occupied, unless all of the following requirements have first been met:

- (1) The owner of the rental unit shall have registered the rental unit with the building official and zoning department by completing and filing a current registration form with the building official and zoning department, as provided in Section 10-274.
- (2) An inspection shall have been completed to the satisfaction of the building official and zoning department.
- (3) A valid certificate of compliance shall have been issued by the building official and zoning department.
- (4) All fees charged by the city for the registration and inspection of the rental unit shall be paid in full. (Code 1974, § 6-103; Ord. No. 847, § 1(6-100.3), 2-19-2007)

**Sec. 10-274. - Registration.**

No person shall lease, rent, occupy, or otherwise allow a rental unit within the city to be occupied without first registering the rental unit with the building official and zoning department and designating a responsible local agent.

- (1) Registration forms. Registration shall be made upon forms furnished by the building official and zoning department and shall require all of the following information:
  - a. The street address of the rental unit;
  - b. The number and types of rental units within the rental property;
  - c. Name, business and residence address, telephone number, and, where applicable, an e-mail address, mobile telephone number, and facsimile number of all property owners of the rental unit;
  - d. Name, residence address, telephone number, and, where applicable, an e-mail address, mobile telephone number, and facsimile number of the responsible local agent designated by the owner;
  - e. The maximum number of occupants proposed for each rental unit;
  - f. The name, address, telephone number, and, where applicable, an e-mail address, mobile telephone number, and facsimile number of the person authorized to order repairs or services for the property if different than the owner or responsible local agent, if in violation of city or state codes, if the person is other than the owner or the responsible local agent; and
  - g. Information relating to the size of all habitable rooms.
- (2) Accurate and complete information. All information provided on the registration form shall be accurate and complete. No person shall provide inaccurate information for the registration of a rental unit, or fail to provide the information required for such registration. The registration form shall be signed by the property owner or the designated responsible local agent. Where the owner is not a natural person, the owner information shall be that of the president, general manager or other chief executive of the organization.

(3) Change in registration information or transfer of property. Except for a change in the registered local agent, the property owner of a rental unit registered with the city shall re-register within 30 calendar days after any change occurs in the registration information. If the property is transferred to a new owner, the new property owner of a registered rental unit shall re-register the rental unit within 30 calendar days following the transfer of the property. Property owners shall notify the building official and zoning department of any change in the designation of the registered local agent, including a change in name, address, e-mail address, telephone number, mobile telephone number or facsimile number of the designated registered local agent within 30 business days of the change. If a transfer of ownership occurs and there is a current certificate of compliance on file, then the new owner will only have to pay the registration fee upon the expiration of the current registration. It will still be required that the new owner fill out a new registration form.

(4) Responsible local agent. The designated responsible local agent shall be responsible for all of the following:

- a. Operating the registered rental unit in compliance with all applicable city ordinances;
- b. Providing access to the rental unit for the purpose of making any and all inspections necessary to ensure compliance with the applicable city ordinances, except where the tenant has refused entry;
- c. Maintaining a list of the names and number of occupants of each rental unit for which he is responsible; and
- d. Accepting all legal notices or services of process with respect to the rental unit. (Code 1974, § 6-104; Ord. No. 847, § 1(6-100.4), 2-19-2007)

**Sec. 10-275. - Inspections.**

(a) Registration requirements.

(1) All facilities, areas and rental units governed by this article shall be inspected and shall comply with the standards and provisions of the ordinances and codes adopted by the city. The enforcing officer may inspect buildings and structures to secure the health safety and welfare of the occupants and of the general public and to obtain and maintain compliance with the standards of this article.

(2) In addition, the property owner shall provide to the city an inspection certification report on a form as provided by the city which is signed by a licensed mechanical contractor that the heating system is in satisfactory condition. Such an inspection certification report shall be provided when an applicant applies for a certificate of compliance and/or after it has been determined that the heating system does not meet a code requirement.

(3) The enforcing officer may inspect residential rental units once every three years without first receiving a complaint or without other cause, and in addition, may inspect the dwelling unit and other buildings and structures on the premises of a dwelling unit under any of the following circumstances:

- a. If registration and/or re-registration and certification of a rental unit is required by this article;
- b. Upon the request of an owner of a rental unit for an advisory inspection;
- c. Upon receipt of a complaint from an owner or occupant that the premises are in violation of this article;
- d. Upon receipt of a report or a referral from the police department, other public agency or department, or any individual indicating that the premises are in violation of this article, which report or referral is based on the personal knowledge of the person making the report or referral;
- e. If an exterior survey of the premises gives the enforcing officer probable cause to believe that the premises are in violation of this article;

- f. Upon the enforcing officer's receipt of information that a rental unit is not registered with the city as required by this article;
- g. Upon receiving a report or making an observation that a dwelling unit is unoccupied and unsecured or that a dwelling is damaged by fire;
- h. If there is a need to determine compliance with a notice or an order issued by the city;
- i. Annually if the dwelling unit had a problem with its heating system, hot water heater, or if five or more code violations were present at the last regular inspection prior to any reinspections or at the time of a complaint inspection; or
- j. If a life safety issue or an emergency is observed or is reasonably believed to exist.

(b) Term. A certificate of compliance is valid for three years from the date of issuance. A new inspection and certificate shall not be required prior to a transfer if a certificate of compliance was issued within one year prior to the transfer of title.

(c) Transfer exemptions. For purposes of this subsection only, a sale or transfer does not include a transfer:

- (1) After which the transferor retains an ownership interest in the property;
- (2) The property is transferred to a trust for the benefit of the transferor; or
- (3) The transfer is from a trust or estate to beneficiaries of the trust or estate without consideration.

(d) Compliance before transfer. All major violations cited shall be corrected prior to transfer of title, unless the new owner submits a signed affidavit prior to the transfer to the building official and zoning department in which the new owner states that he will assume responsibility to make the necessary corrections.

(e) Inspection procedures.

(1) Once the building official and zoning department has determined that a rental unit is in compliance with all of the ordinances adopted by the city and state law, the inspection required for issuance of a certificate of compliance shall be satisfied.

(2) If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of applicable city and state codes and ordinances, the building official and zoning department shall provide the registered local agent and/or owner with written notice of such violations. The building official and zoning department shall set a reinspection date before which such violation shall be corrected. If such violation has been corrected within that period, the inspection required for issuance of a certificate of compliance shall be satisfied. If such violations have not been corrected within that period, the building official and zoning department shall not issue the certificate of compliance and may take any action necessary to enforce compliance with applicable city and state codes and ordinances.

(3) If there is a complaint filed on a property with the building official and zoning department, the owner and/or responsible local agent will be notified in writing. In the event that the complaint is of an emergency nature, as determined by the building official and zoning department, it will require immediate compliance with the adopted property maintenance code. If the complaint is not of an emergency nature, the owner will be granted an appropriate period of time to correct such violation, after which a reinspection or written verification from owner and/or responsible local agent and complaining party that the violation has been corrected will be required.

(4) If an inspection is initiated by a complaint and no violation is found to exist, no inspection fee will be assessed against the owner of the inspected rental unit in compliance.

(5) Where a reinspection must be made to ensure conformity with this article or before a certificate of compliance is issued for those rental units that have been issued violation notices, the city will charge a separate inspection fee for every inspection when the violation has not been abated or corrected as provided in this article.

(6) If an inspection is scheduled and the owner or responsible local agent fails to appear, an inspection fee shall be assessed against the owner and/or the responsible local agent, and an additional inspection fee shall be charged for the actual inspection.

(7) All correction notices and appeals to correction orders shall be governed by the property maintenance code of the city.

(f) Transfer of ownership inspections.

(1) When there is a transfer of ownership of any rental unit, including an owner-occupied rental unit, and a current certificate of compliance exists for the unit, then the building official and zoning department shall waive the inspection if a certificate of compliance was issued within one year prior to the transfer of title. The new owner shall comply with the requirements of Section 10-274 by re-registering the rental unit within 30 calendar days following the transfer of the property.

(2) When there is a transfer of ownership of any rental unit, including an owner-occupied rental unit, and a current certificate of compliance which is less than one year old does not exist for the unit, then the building official and zoning department shall conduct an inspection within 30 calendar days following the notification of the transfer of ownership as required by Section 10-274. If violations of this article or any other city ordinance or code or state code or law are found, a notice of violation shall be issued to the owner.

(3) If ownership of any rental unit is transferred contrary to Subsection (f)(1) or (2) of this section, or if the new owner fails to re-register a rental unit as required by Section 10-274, the property will not be in compliance with this article and the certificate of compliance and rental unit registration shall be deemed to expire within 60 days of the transfer unless appropriate steps are taken to obtain a rental unit registration and certificate of compliance.

(4) Within 30 calendar days of the transfer of ownership of a rental unit, the new owner shall notify all residents of a rental unit which undergoes a transfer of ownership while the individuals are residing in that unit, including an owner-occupied rental unit, of the transfer of ownership. (Code 1974, § 6-105; Ord. No. 847, § 1(6-100.5), 2-19-2007)

**Sec. 10-276. - Certificate of compliance.**

No person shall own, operate, lease, rent, occupy, or otherwise allow a rental unit within the city to be occupied unless there is a valid certificate of compliance or temporary certificate issued by the building official and zoning department for the rental unit. A certificate of compliance shall be issued for each building containing a rental unit.

(1) Requirements. A certificate of compliance shall be issued only after all of the following requirements have been satisfactorily completed:

- a. Registration of the rental unit with the building official and zoning department;
- b. Designation of the responsible local agent;
- c. Payment in full of any and all required fees for registration and inspection fees; and
- d. Inspection by the building official and zoning department resulting in a determination that the rental unit and the property complies with all city ordinances and state law.

(2) Temporary certificates.

a. Temporary certificates of compliance for up to three years may be issued without prior inspection by the building official and zoning department for those occupied rental units existing as of February 19, 2007. Such temporary certificates of compliance may be issued as of the effective date of the initial registration following February 19, 2007, to allow property owners to operate such rental units until such time as an inspection may be made by the building official and zoning department. At such time as an inspection is made and the building official and zoning department has determined that provisions of this article have been complied with, the temporary certificate shall expire.

b. When a rental certificate of compliance is required, the building official and zoning department may issue a temporary rental certificate of compliance if all of the following circumstances exist:

1. The building official and zoning department is unable to complete an inspection of a rental unit to verify compliance with this article.

2. The enforcing officer is not aware of any current major violations.

3. The property owner has paid the annual registration fee and the inspection fees assessed against the property owner.

c. The building official and zoning department may issue a temporary rental certificate of compliance for a newly registered rental unit.

d. The building official and zoning department may issue a temporary rental certificate of compliance for a rental unit subject to a housing order notice containing major or minor violations if the property owner is in the process of correcting such violations and can show proof of same.

e. Except as otherwise provided, a temporary rental certificate of compliance shall be valid until the enforcing officer completes an inspection and issues an order granting or denying a rental certificate of compliance. A temporary rental certificate of compliance may also be revoked by the building official if the property owner refuses to schedule and/or permit an inspection after having been given a 14-day notice that an inspection must be scheduled, unless the tenant has refused access to the building official. (Code 1974, § 6-106; Ord. No. 847, § 1(6-100.6), 2-19-2007)

**Sec. 10-277. - Suspension and expiration of certificate of compliance.**

(a) The building official and zoning department may suspend a three-year rental certificate of compliance for a rental unit if the responsible person fails to comply with a housing order notice which was issued as the result of any required inspection, or if the responsible person fails to pay any fee as required by this article.

(b) In such event, the enforcing officer may placard the property and order that it be vacated. The building official and zoning department shall reinstate a suspended certificate of compliance upon a determination that all violations are corrected and upon payment of the reinspection fees. The reinstated rental certificate of compliance shall be issued for a period of not more than three years from the date of the original certificate.

(c) A certificate of compliance or a temporary rental certificate of compliance shall expire on the date stated on the certificate. Sixty days after such expiration date, no person shall occupy a rental unit unless a new certificate of compliance has been issued.

(d) If the building official and zoning department suspends a rental certificate of compliance, or if a three-year rental certificate of compliance has expired, then the building official and zoning department shall notify the occupant of the suspension or expiration. The notice shall inform the occupant that he may pay rent into a self-established escrow account until he vacates the unit, the rental certificate of compliance is reinstated or renewed, or a temporary rental certificate of compliance has been issued, whichever occurs first. This subsection shall not apply if the property owner establishes that the suspension

of the rental certificate of compliance is due to violations that were caused by the occupant of the rental unit. Once the rental certificate of compliance is reinstated or a temporary rental certificate of compliance has been issued, the rent shall again become due and payable in accordance with the terms of the lease or other agreement between the property owner and the occupant or as determined by a court of law.

(e) The building official and zoning department shall immediately notify the owner of any decision affecting the status of a rental certificate of compliance and advise the owner of their right to appeal and the procedures therefor. A tenant shall be notified if a certificate of compliance is revoked. All appeals of a decision of the building official shall be made to the board of construction appeals, and the rules of such board shall govern such appeals. (Code 1974, § 6-107; Ord. No. 847, § 1(6-100.7), 2-19-2007)

**Sec. 10-278. - Rental inspection fee, lien, and charges on tax bills.**

(a) The annual registration fee shall be \$15.00 per dwelling unit. The annual registration fee shall be owing as of June 1 of each year and/or at the time that a dwelling unit is first rented. Property owners who have dwelling units which are being rented at the time of this article or who are seeking to renew the annual registrations shall be billed at least 30 days prior to the due date of the annual registration fee. The annual registration fee shall not be prorated for any partial rental year.

(b) In addition to the annual registration fee, a rental inspection fee shall be charged. The rental inspection fee for the certificate of compliance shall be \$60.00 for the first dwelling unit and \$30.00 for each additional dwelling unit on the premises. The rental inspection fee shall be due at the time that a property owner is required to apply for a certificate of compliance and also at the time that a property owner is required to apply for a renewal of a certificate of compliance. The rental inspection fee shall be owing in accordance with the following:

(1) For one reinspection following the initial inspection or the initial notice of deficiency, no additional fee shall be owing;

(2) If an inspection is initiated by a complaint and no violation is found to exist, no inspection fee will be assessed against the owner of the inspected rental unit in compliance;

(3) If an inspection is initiated by a complaint and if a violation is found to exist, a fee of \$35.00 shall be owing;

(4) For the second additional inspection following the initial inspection and notice of deficiency, an additional fee of \$100.00 shall be owing; and

(5) For all inspections after the second additional inspection and notice of deficiency, an additional fee of \$200.00 per inspection shall be owing.

All rental inspection fees shall be paid within 30 days of billing. If the rental inspection fees are not paid within such time period, then at the option of the city, the certificate of compliance shall be suspended, and the dwelling unit for which the rental inspection fee is not paid is to be vacated by the tenant.

(c) All registration fees, inspection fees, and other charges authorized by this article shall be a lien upon the real property on which a rental unit is located until such items have been paid. In the event that any registration fee, inspection fee, and/or other charge authorized by this article are not paid on or before 30 days after its having been invoiced, the assessor shall place such unpaid amount on the next property tax bill which is issued by the city, and such unpaid amount shall be collected in the same manner as ad valorem taxes are collected, provided that the city council has first approved a resolution to place such unpaid items on a real property tax bill. The remedies provided by this section are cumulative to the other remedies of this article. (Code 1974, § 6-108; Ord. No. 847, § 1(6-100.8), 2-19-2007; Ord. No. 893, § 1, 11-16-2009)

**Sec. 10-279. - Maintenance of records.**

All records, files and documents pertaining to this article shall be maintained by the building official and zoning department and made available to the public as allowed or required by state law. (Code 1974, § 6-109; Ord. No. 847, § 1(6-100.9), 2-19-2007)

**Sec. 10-280. - Enforcement authority.**

(a) Enforcing officer. It shall be the duty and responsibility of the building official to enforce the provisions of this article as herein provided. The term "enforcing officer" shall mean the building official or his duly authorized representative. The enforcing officer has authority to issue and serve appearance tickets in regard to the enforcement of this article and is hereby designated as an authorized local official to write civil infraction tickets.

(b) Coordination of enforcement. Inspection of premises and the issuing of orders in connection therewith under the provisions of this article shall be the exclusive responsibility of the enforcing officer. Wherever, in the opinion of the enforcing officer, it is necessary or desirable to have inspections of any condition by any other department, he shall arrange for this to be done in such manner that the owners or occupants of buildings shall not be subjected to visits by numerous inspectors or to multiple or conflicting orders, to the extent reasonably practicable under the circumstances. No order for correction of any violation under this article shall be issued without the approval of the enforcing officer.

(c) Administrative liability. Except as may otherwise be provided by state statute, local law or ordinance, an officer, agent or employee of the city charged with the enforcement of this article shall not render himself personally liable for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his duties under this article. A person who institutes or assists in a prosecution under this article shall not be liable for damages hereunder, as long as the person who institutes or assists in the prosecution has reasonable cause to believe that the party accused or prosecuted was responsible of any unlawful act or omission. Any suit brought against any officer, agent or employee of the jurisdiction, as a result of any act required or permitted in the discharge of his duties under this article, shall be defended by the legal representative of the city until the final determination of the proceedings.

(d) Inspections. The enforcing officer may make or cause to be made inspections to determine the conditions of all structures and premises in order to safeguard the safety, health and welfare of the public under the provisions of this article.

(e) Right of entry. When an inspection shall be made, the enforcing officer may request permission to enter the premises at any reasonable time for the purpose of performing his duties under this article. Permission to access the premises may be granted by the owner of the premises, his agent, or a tenant occupying the premises or any other occupant of the premises. If there is an emergency, then the enforcing officer shall have the right to enter at any time.

(f) Warrants for nonemergency situations. In a nonemergency situation where the owner, his agent, a tenant or other occupant of the premises demands a warrant for the inspection of the premises, the enforcing officer shall obtain a warrant from a court of competent jurisdiction. It shall be appropriate and sufficient to set forth the basis for inspection (e.g., complaint, compliance, etc.) established in this article and other applicable acts or in rules or regulations. The warrant shall also state that it is issued pursuant to this subsection, and that it is for the purposes set forth in this article and other acts which require that inspections be conducted. If the court finds that the warrant is in proper form and in accordance with this subsection, then it shall issue the warrant forthwith. In the event of an emergency, no warrant shall be required.

(g) Access by owner. Every tenant or other occupant of a property in the city shall give the owner thereof, or his agent or employee, access to any part of the premises at reasonable times for the purpose of making such inspections, maintenance, repairs or alterations as are necessary to comply with the provisions of this article.

(h) Rules and regulations. The building official may adopt rules to govern the procedures under this article and interpretation thereof. The rules shall set forth the procedures for inspections, registration of rental units, issuance of rental certificates of compliance and temporary rental certificates of compliance, proceedings affecting the status of a certificate and appeals. Copies of such rules shall also be placed on file in the office of the city clerk for inspection by the public. (Code 1974, § 6-110; Ord. No. 847, § 1(6-100.10), 2-19-2007)



**2024 RESIDENTIAL RENTAL PROPERTY  
REGISTRATION FORM  
City of Zeeland**

**Community Development Department**  
21 S ELM ST - ZEELAND, MI 49464  
Phone 616-772-0872 - Fax 616-772-0880  
[buildinginspector@cityofzeeland.com](mailto:buildinginspector@cityofzeeland.com)  
[www.cityofzeeland.com](http://www.cityofzeeland.com)

Form must be filled out completely. Incomplete forms may be returned.

**Registration fee of \$15.00 per unit must be submitted with this application.** Please make checks payable to "City of Zeeland".

**RENTAL PROPERTY**

STREET ADDRESS		NAME OF DEVELOPMENT (IF APPLICABLE)
TYPE OF STRUCTURE: <input type="checkbox"/> 1-FAMILY <input type="checkbox"/> 2-FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> 3-FAMILY <input type="checkbox"/> 4-PLEX <input type="checkbox"/> 5 OR MORE UNITS (NUMBER _____)		
TOTAL FEE DUE: \$ _____	CITY USE ONLY: <input type="checkbox"/> PAID	DATE _____ INITIALS _____

**UNIT INFORMATION (attach additional sheets if necessary):**

UNIT NUMBER (e.g. 150 1/2, Apt 1, etc.)	NUMBER OF BEDROOMS	PROPOSED MAXIMUM NUMBER OF OCCUPANTS	MONTHLY RENT
			\$
			\$
			\$
			\$

**OWNER OF RENTAL PROPERTY**

(if unit owner is not a natural person, the owner information shall be that of the president, general manager, or other chief executive):

<b>Home:</b> OWNER NAME				STREET ADDRESS
CITY	STATE	ZIP	PHONE	EMAIL
<b>Business:</b> BUSINESS NAME				STREET ADDRESS
CITY	STATE	ZIP	PHONE	EMAIL

Note: The City will initially contact the agent for all matters relating to the rental inspection program;

**RESPONSIBLE LOCAL AGENT (if other than owner):** however, the property owner will be held responsible for any issues not resolved through the agent.

NAME				STREET ADDRESS
CITY	STATE	ZIP	PHONE	EMAIL

**PERSON AUTHORIZED TO ORDER REPAIRS (if other than owner):**

NAME				STREET ADDRESS
CITY	STATE	ZIP	PHONE	EMAIL

I certify that the above information is true and complete to the best of my knowledge. I agree to notify the City of Zeeland within thirty (30) business days of any change in the above information.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by:  Owner  Local Agent

**Form and registration fee must be submitted by June 1 every year or within 30 days after a change of property ownership.**

A copy of this registration stamped by the Building & Zoning Department shall serve as a Provisional Occupancy Permit, allowing the property to be rented prior to inspection by the City. This Provisional Occupancy Permit will expire on the date of the first scheduled re-inspection.



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## HEATING SYSTEM INSPECTION CERTIFICATION REPORT

**All information is required. Incomplete forms will not be accepted.**

**Certification:**

I certify that I have inspected the heating system, i.e. equipment and location, venting, combustion air, fuel supply, etc. at \_\_\_\_\_  
Property address

owned by \_\_\_\_\_ and found it to be in adequate, safe, satisfactory,  
Owner name

and operable condition.

Notes (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of licensed mechanical contractor	Date of inspection
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**Contractor Information:**

Printed name	Phone number
License number	Expiration date

**Report shall be provided when the applicant applies for a Rental Certificate of Compliance and/or after it has been determined that the heating system does not meet a code requirement.**  
**City of Zeeland Ordinance Number 847 Section 6-100.5**



## PROPERTY MAINTENANCE CHECKLIST City of Zeeland

**Community Development Department**  
21 S ELM ST - ZEELAND, MI 49464  
Phone 616-772-0872 - Fax 616-772-0880  
[buildinginspector@cityofzeeland.com](mailto:buildinginspector@cityofzeeland.com)  
[www.cityofzeeland.com](http://www.cityofzeeland.com)

**NOTE:** This checklist may be used as a guide for property compliance with the City's Property Maintenance Code. The list contains commonly found violations. ***It is not a comprehensive list of all violations that could be identified.*** If you have a question about a specific situation, please contact the Community Development Department at (616) 772-0872.

The Property Maintenance Code may be purchased (\$30) at the Building and Zoning Department. It may also be viewed at the Howard Miller Public Library or at the Community Development Department at City Hall.

**Generally: The property premises, exterior of every structure, interior of every structure, and the systems and equipment therein shall be maintained in good repair, structurally sound, and in sanitary condition so as not to pose a threat to health, safety, or welfare. All appliances shall be capable of performing their intended function. (PMC 302.1, 304.1, 305.1, 603.1)**

### EXTERIOR

- Address numbers for each unit visible from the road and at least 4" high
- Chimney in good condition (no rust or loose bricks)
- Doors weatherproof and deadbolt lockable, all hardware operable
- Screen/storm doors in good condition, no broken/missing glass or torn/missing screens, all hardware intact and operable
- Driveway and sidewalk in good condition, free of trip hazards
- No driving/parking occurring on unpaved surfaces (lawn/yard areas)
- Foundation structurally sound and weatherproof, no open cracks or breaks
- Garage, shed, and/or fences structurally sound, weatherproof, and in good condition
- Handrails/guardrails must be sturdy, weatherproof (exterior only), and at least 30" high with spindles not more than 4" apart
- Openings sealed to prevent the entry of rodents or animals
- Property graded so that water does not accumulate
- Roof, eaves, soffits, and fascia in good repair (painted, weatherproof, not rotted)
- No rubbish or debris on property (except within a trash container)
- Siding, trim and paint in good condition (not missing, peeling, or chipped)
- Steps, decks, porches, and landings weatherproof, in good/safe condition
- No unlicensed or inoperable vehicles parked outside of a garage
- All yard growth maintained at less than 10" high (exception: typical landscaping)

### SMOKE DETECTORS

- Smoke alarms are required on each level, in each sleeping room, and in the vicinity of sleeping rooms. Battery powered units are acceptable.

### BASEMENT

- Stairs structurally sound, no trip hazards, handrail in place that extends entire length of stairs
- An open side of stairs that are more than 30" above the floor must have a guardrail at least 30" high with spindles not more than 4" apart
- Water heater must have a T&P valve, drip leg, and be properly vented
- Dryer correctly vented to the outside using only metallic duct material (no vinyl)
- Washer properly hooked up and properly drained
- No combustible items stored near furnace or any heating appliance

### INTERIOR

- Every living room shall contain at least 120 sq ft and every bedroom shall contain at last 70 sq ft
- Bathrooms must have an openable window or working vent fan
- 7 ft minimum ceiling height in all rooms
- Floor coverings clean, in good condition, and free from trip hazards (no ripped/torn carpet)
- Heat supplied to maintain all habitable rooms at a minimum of 68°F
- Heating system checked every 3 yrs by a licensed mechanical contractor and found to be in good operating condition
- All mechanical equipment and systems functioning as designed
- Any habitable room except kitchens shall not be less than 7 ft in any plan dimension
- All sleeping rooms must have proper egress
- All surfaces properly maintained including woodwork/trim, counters, cabinets, etc.
- Unit is clean, sanitary, and free from rodent or insect infestations
- Walls and ceilings free from holes, cracks, flaking/peeling paint, and loose plaster

### ELECTRICAL

- All cover plates for outlets, switches, and junction boxes in place
- Grounded or GFI outlet installed in bathroom, laundry room, and kitchen
- All knob and tube wiring must be replaced
- Electrical service must be at least 100 amps
- Each room must have adequate electrical outlets

### PLUMBING

- All drains work properly (not slow or plugged)
- All fixtures in good repair, not rusted or corroded, and operable as designed
- Hot and cold water available, adequate water pressure
- No leaks in plumbing or dripping faucets
- Toilets flush completely and do not run

### WINDOWS

- At least one openable window per room, hardware must work properly and hold the window in an open position
- All windows must have latching hardware
- Window sashes, sills, and frames in good condition and neatly painted
- Windows weatherproof, not broken or cracked
- Screens securely in place on all windows from March 1 to November 1 (no tears or holes)

### REQUIRED PERMITS

*Permits are required for many projects including remodeling, roofing, new siding, furnace replacement, water heater replacement, electrical work, and new plumbing fixtures. Permits for electrical, mechanical, and plumbing work will only be issued to a licensed contractor. Call the Building and Zoning Department at (616) 772-0872 if you have questions.*