

Housing Rental Unit Registration & Inspection Program

Galesburg City ordinance 286 aims to ensure safe housing for Galesburg renters. The ordinance requires that each residential housing rental unit within the City be registered and inspected annually. Residential rental unit certificates of compliance are valid for one year or until the property is sold or transferred, whichever comes first.

Annual Rental Unit Registration

In the initial year of 2022, landlords must register each unit by September 30. In subsequent years, each unit will be registered by June 30. Registration forms are available at www.galesburgcity.org and at City Hall.

Return the completed form with the registration and inspection fee payment to
City of Galesburg
c/o SAFEbuilt; 107 S. Capital Avenue; PO Box 190; Athens, MI 49011
Make the check or money order payable to City of Galesburg.

Annual Inspection

To obtain a certificate of compliance, the building must pass a property maintenance and life safety inspection through SAFEbuilt, the City's building code official. The applicant must schedule the initial inspection as well as any required followup inspection(s). In order to schedule an inspection, the registration and inspection fees must be paid in full.

To schedule an inspection, call the City Building Department at SAFEbuilt, 269-729-9244.

Corrections & Re-Inspections

If deficiencies are found, the property owner will receive a list of needed corrections. These corrections must be made and the unit re-inspected within fourteen (14) days. Where applicable, repairs must be performed by licensed contractors. The inspector can help the property owner identify the specific repair(s) that need to be addressed by a licensed contractor. When corrections have been completed, it is the property owner's responsibility to call SAFEbuilt to schedule re-inspections. A re-inspection fee will apply and must be paid in full prior to scheduling. Inspectors will not come out automatically.

Approval & Certificate of Compliance

Once the inspector has given final approval, the certificate of compliance will be mailed. Certificates of compliance expire on June 30 of the following year or immediately upon any change in use or ownership. Certificates are non-transferrable.

Registration & Inspection Fee Schedule

Initial registration fee by September 30, 2022	\$35/unit
Annual registration fee by June 30 of each subsequent year	\$35/unit
Late application fee (after September 30, 2022; after June 30 in subsequent years)	\$60/unit
Annual inspection fee 1-2 units at the same property inspected in one visit	\$100/unit
Annual inspection fee 3-4 units at the same property inspected in one visit	\$90/unit
Annual inspection fee 5+ units at the same property inspected in one visit	\$80/unit
Re-inspection fee	\$50/unit



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