

City of Galesburg Rental Registration and Inspection

Inspection office: 269-665-7000
 Inspection scheduling: 269-665-7000
 Email: building@galesburgcity.org
 Website: www.galesburgcity.org
 Authority: Ordinance 303
 Completion: Mandatory to obtain Rental Certificate
 Penalty: Certificate cannot be issued

Registration fee # of units: _____ x \$35.00 = \$ _____
 Inspection fee # of units: _____ x \$ _____ = \$ _____
 Total fee \$ _____
 Method of payment _____
 Receipt # _____
 Make check payable to **CITY OF GALESBURG.**
 Send registration form and payment for registration and inspection to
CITY OF GALESBURG, 200 E. Michigan Ave. Galesburg, Mi. 49053

Rental address _____ Number of units _____

Owner name _____

Driver's license or state ID number _____ Date of Birth _____

Mailing address(no PO Box) _____

Home phone _____ Business phone _____ Mobile phone _____

Email _____ Alternate email _____

Property manager, if any _____

State ID or DL number _____ Date of Birth _____

Resident agent, individual partner, or managing member _____

Mailing address _____

Phone _____ Alternate phone _____

Email _____ Alternate email _____

Number and location of off-street parking spaces available for the rental dwelling _____

IN ORDER TO SCHEDULE AN INSPECTION, THE REGISTRATION AND INSPECTION FEES MUST BE PAID IN FULL.

Registration & Inspection Fee Schedule

Annual registration fee by January 1 of each year.	\$35/unit
Late application fee (after January 1, and before March 1 in subsequent years)	\$60/unit
Annual inspection fee for 1-2 units at the same property inspected in one visit	\$100/unit
Annual inspection fee for 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

The undersigned attests to the fact that that the maximum number of tenants allowed to occupy the rental dwelling will not exceed the number permitted by the building code and zoning ordinance. They also agree to register the unit annually. Registration expires on December 31 of each year, and renewal shall be made at least 30 days prior to expiration by providing this completed form with the application fee to the Galesburg City Clerk. This registration application will be accepted if signed in ink and accompanies the annual registration application fee. The owner and his/her representative(s) authorize and agree to facilitate inspections as required by City ordinance to inspect the premises for compliance. The undersigned understands that the rental inspection ordinance is now in effect and penalties may be imposed for failure to register rental property no later than December 31st of each year. In the event of a transfer of ownership, the registration shall expire and the new owner shall immediately submit to the City Clerk an application for rental unit registration. Each landlord shall provide a separate annual registration application per address and submit to annual inspections. The owner or legal agent, if any, shall notify the City Clerk, or his/her designee, of any change of the mailing address or telephone number of the owner or legal agent within ten working days of the date of the changes.

 Signature Date

 Printed name

Return application with check or money order made out to **City of Galesburg** 200 E. Michigan Ave. Galesburg, MI. 49053 and call **269-665-7000** to schedule inspections.

Inspection Preparation Checklist

This checklist may be used as a guide for property compliance with the City's rental unit inspection ordinance. The list contains commonly found violations but is not a comprehensive list of all violations that could be identified. Contact the Building Department with questions.

Generally, the property premises, as well as exterior and 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 of occupants. All appliances shall be capable of safely performing their intended function.

Exterior

- Each unit's address numbers visible from the road and at least 3 inches high in a contrasting color.
- Chimney in good condition without 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 and standing water
- Foundation structurally sound and weatherproof, no open cracks, breaks
- Handrails/Guardrails sturdy weatherproof, at least 30" high, spindles less than 4" apart
- Openings sealed to prevent the entry of insects, animals
- Roofs, shingles, eaves, soffits, and fascia in good repair (painted, or weatherproof, not rotted)
- Siding, trim and paint in good condition (not missing, peeling, chipped)
- Steps, decks, porches, landings weatherproof in good/safe condition

Basement

- Stairs structurally sound, no trip hazards, handrail in place that extends the entire length of stairs. No opening greater than 4"
- An open side of stairs must have a guardrail at least 30" high with spindles less than 4" apart
- Water heater must have a pressure relief valve, drip leg, to within 4" of the floor, and be properly vented
- Dryer correctly vented to the outside using only metallic duct material (no vinyl)
- Washer properly hooked up and drained
- No combustible items stored within 3' of furnace or heating appliance

Interior

- At least 50 sq ft of bedroom are per occupant (including infants), at least 70 sq ft for a one-person bedroom
- Bathrooms must have a window that opens or a working vent fan
- Floor coverings clean, in good condition, and free from trip hazards (no torn carpet)
- Heat supplied to maintain all habitable rooms at a minimum of 68° F
- All mechanical equipment and systems functioning as designed
- All rooms must be a minimum of 7' x 7'; kitchens must have a clear passageway not less than 3' wide
- 7' minimum ceiling height in all rooms

- All sleeping rooms must have proper egress
- All surfaces properly maintained including trim, counters, cabinets, etc.
- Unit is clean, sanitary, and free from rodent or insect infestation
- Walls and ceilings free from holes, cracks, peeling paint, loose plaster

Electrical

- All outlet cover plates, switches, and junction boxes in place
- GFI outlets installed in bathroom, laundry room, and kitchen
- Each habitable room must have a minimum of 2 outlets which are remote from one another

Plumbing

- All drains work properly (not slow or plugged) and must hold water
- 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

- All windows must be operable, hardware must work properly and hold the window in an open position
- All windows must have locking hardware that works properly
- Window sashes, sills, frames in good condition and neatly painted
- Windows weatherproof, not broken or cracked
- Windows 24" or less above floor need removable minimum 12" high guard

Smoke Detectors

Smoke detectors installed inside and outside of each sleeping area. One on every level is required, including the basement and attic if accessible by stairs. Hard wiring with battery backup is preferred. An electrical permit is required to install hardwired smoke detectors.

Required Permits

Permits are required for many projects including new construction, most remodeling, garages, decks, porches, siding, roofing, mechanical work, electrical work, and plumbing work. If the topic is covered in the Code book, it is regulated and requires a permit. Contact the Building Department with questions concerning permits.



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