



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive

Grosse Pointe Woods, Michigan 48236-2397

BUILDING DEPARTMENT

Phone 313.343.2426 – E-mail: building@gpwmi.us

Landlord Registration & Application for Certificate of Approval - Rental Property

Rental Property Address: _____

Single Family/Dwelling () Multi-Family - Number of Units (): _____

.....
OWNER/LANDLORD INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Driver's License #: _____ DOB: ____/____/____

Day Phone#: _____ Cell # _____

E-mail: _____

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REGISTERED AGENT INFORMATION

*****Designation of Registered Agent Form Required*****

Name: _____

Address: _____

City/State/Zip: _____

Driver's License #: _____ DOB: ____/____/____

Day Phone#: _____ Cell # _____

E-mail: _____

ALL TENANT INFORMATION

NAME	PHONE #	MINOR	ADULT

Residential Fees:

- *Single Family/Dwelling \$ 200.00
- Multiple Family (3+ Units) \$ 175.00 + \$60.00 (for each unit)
- Re-Inspection Fee \$ 100.00
- Re-Inspection for (Lockouts/same day cancellation). \$ 75.00

NOTE: Initial Fee includes one (1) Original Inspection and one (1) Re-Inspection for Compliance. Homeowner/Agent driver's license MUST be provided with application.

If the property has been sold, you must PROVIDE the Building Department with a copy of the Recorded Land Contract or Deed to have your name removed from our records.

Sec. 8-63. - Inspection conformance with standards.

Upon receipt of the application fee, the division of safety inspection shall make, or cause to be made, an inspection of such premises, building or structure within ten days and if such is in conformance with the standards, as set forth in this article, a certificate of occupancy shall be issued. If the premises, building or structure are not in compliance with the provisions of this article, the division of safety inspection shall give notice of any defects or violations within three working days following such an inspection and a certificate of occupancy shall not be issued until such provisions or standards have been complied with to the reasonable satisfaction of the division of safety inspection. Reinspection to determine compliance shall be completed within 90 days from the date of the initial inspection. Such time limitation may be extended by the division of safety inspection for a period not to exceed 90 days for cause and in the sole discretion of the division of safety inspection. Failure of the applicant to have the property reinspected within the time limits set forth herein shall require a new application to be filed and inspection fees paid and a new inspection to occur prior to the issuance of any occupancy certificate.

(Code 1997, § 10-240; Ord. No. 747, § 1, 5-15-2000)

Signature of: _____

* Owner

*Agent

Date