

Procedures for registering property under the Vacant Structure and Maintenance Ordinance # 1031

1. Fill out the application in its entirety. Submit application to the building department with a check for the fees. **If you are mailing in the application, make sure it is filled out completely and you attach a copy of your driver's license.**
2. Upon submitting a complete application, the clerk will provide you with a copy of the application with an acknowledgement of receipt and the scheduled inspection date.
3. Meet the inspector at the time and date of the scheduled inspection, or provide a lock box code or other means of entry. Please call in advance if you must reschedule the inspection.
4. If the property is sold or there is a transfer of ownership, notify the Building Department in writing. The new owner must submit a new application and the registration process will begin again. New owner registration will be waived if the property is inspected, a certificate of compliance is issued and the property is occupied within 45 days.
5. Within 7 days you will receive a written report mailed to the address provided in the application. The report will include the required repairs, the required permits and the time allotted for correction.
6. Upon completion of the required repairs (if any) contact the building department to schedule an inspection.
7. Upon expiration of the registration (two years) re-register the property by submitting a new application and paying renewal fee. An inspection is only required at this time upon request of the inspector.
8. Prior to the structure being occupied, schedule an inspection and obtain a certificate of compliance.

Fee Schedule

- **Registration Fee** **\$275.00**
(To cover the cost of record maintenance, initial inspection and final certificate of compliance inspection)
- Late Registration Fee is: \$500.00
- If the property remains vacant after two years the Renewal Fee is: \$75.00
- Late Renewal Fee is: \$500.00

The due date is established in accordance w/ section 1470.04 of the ordinance

Complete ordinance is available on line at city website: cityofeastpointe.net

VACANT PROPERTY REGISTRATION AND MAINTENANCE

CITY OF EASTPOINTE – BUILDING DEPARTMENT

23200 Gratiot Avenue

Eastpointe, Michigan 48021

586-445-5010

Application is hereby made for registering the vacant residential or commercial building and all accessory buildings or structures located on:

Property Address _____ Lock Box Code _____

Type of Building _____

Accessory Buildings _____

Property Owner Name: _____

Property Owner Address _____
Number Street City State Zip

Phone # _____ Email Address _____

Fax # _____ Cell Phone # _____

Drivers License # _____ Date of Birth _____

Name of Property Manager _____

Address _____
Number Street City State Zip

Contact Person: _____

Phone # _____ Email Address _____

Fax # _____ Cell Phone # _____

Date Structure became vacant: _____

Reason for the Vacancy: _____

Do you intend to have the building and premises reoccupied? _____

Do you intent to have the building(s) demolished? _____

Further information _____

Affidavit of Owner

I hereby certify that the above information and answers are correct and true; that I am the legal owner of the premises at the above location. I have been provided with a copy of this application and a copy of the ordinance 1031 and I am familiar with the provisions set forth in the ordinance.

Further, I hereby agree that the Director or her designee shall be permitted to inspect the interior and exterior of the above described property at a pre-determined time within the next 14 days **and** prior to re-occupancy of the structure. The structure is not to be occupied until a certificate of compliance is issued by the building department.

State of Michigan _____
County of Macomb _____ Owner

Subscribed and sworn to before me this _____ day of _____, 20____.

Commission expires _____

Notary Public

City's Section of Application:

Registration Approved by: _____ Date _____
Clerk's name

Copy of Drivers license attached _____

Date application received _____ Registration Expires: _____

Schedule 1st inspection _____ Payment received _____

Comments: