



City of Gibraltar

CITY OF GIBRALTAR
BUILDING DEPARTMENT



APPLICATION FOR RENTAL CERTIFICATE

City of Gibraltar · 29450 Munro St · Gibraltar · Michigan · 48173 · Ph: 734-676-3900

RENTAL PROPERTY ADDRESS: _____

PROPERTY STATUS: Vacant _____ Tenant Occupied _____

OWNERS OF PROPERTY:

NAME: _____ ADDRESS _____

Telephone: _____ Work Phone: _____ Email: _____

RESPONSIBLE PARTY: *Check if owner is same as responsible party* _____

NAME: _____ ADDRESS _____

Telephone: _____ Work Phone: _____ Email: _____

* List additional owner's or officer's information on separate sheet and attach along with **copy of driver's license**.
All correspondence is sent to the responsible party.

APARTMENTS ONLY: No. of Buildings: _____ No. of Apartments per Building: _____

SINGLE FAMILY HOME(S) _____

A COPY OF THE MANAGEMENT AGREEMENT BETWEEN THE OWNER AND RESPONSIBLE PARTY MUST BE INCLUDED WITH THIS APPLICATION AS WELL AS A COPY OF THE PHOTO ID OF BOTH THE RESPONSIBLE PARTY AND PROPERTY OWNER.

The correct registration fee must accompany this application. Upon inspection and approval by the Building Department, a certificate will be issued. It is a violation of the Ordinance not to notify this Department of a change in ownership or contact information. The Owner(s) and Responsible Party remain liable under this agreement until such change in ownership is notified. Change in ownership does not negate liability for violations that occurred during ownership of this property.

BY SIGNING THIS APPLICATION, I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE AND BELOW CONDITIONS AND STATE THAT ALL INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I AM RESPONSIBLE TO PAY ALL FEES OR FINES THAT MAY ACCRUE TO THIS PROPERTY. I AGREE THAT ALL DISPUTES ARISING OUT OF THIS AGREEMENT ARE IN THE EXCLUSIVE JURISDICTION OF THE COURTS OF MICHIGAN. THIS AGREEMENT IS GOVERNED BY MICHIGAN LAW.

Must be signed by Legal Owner or Responsible Party:

RENEWAL EVERY THREE (3) YEARS

DATE: _____

(Print Personal Name: no LLC, Corporation, or Other Legal Entity)

(Signature)

DRIVER'S LICENSE: STATE _____ NUMBER _____ DATE OF BIRTH: _____

FOR OFFICE USE ONLY

Amount Paid: _____ Date Paid: _____ Received By: _____ Certificate # _____



RENTAL and or SALE HOUSING INSPECTION

GENERAL PROPERTY MAINTENANCE CHECKLIST

GENERAL

- **Smoke alarms:** one in each sleeping area, one outside sleeping areas (hallway), at least one on every floor including basement
CHECK UNIT EXPIRATION DATE
- **Carbon monoxide alarms:** near sleeping areas in homes equipped with fuel-fired appliances or attached garages
CHECK UNIT EXPIRATION DATE
- Combination smoke/carbon monoxide alarms acceptable where required
- Operable escape windows in sleeping areas
- Windows & doors in good operational condition
- Exterior windows & doors weather tight
- Window insect screens required **May 1 - Oct 31**
- Building free from structural safety defects
- Stairs free from safety defects with required handrails at proper height
- Excessive fire loads prohibited (hoarding with no clear path of egress)
- Structure shall be free from unsanitary conditions and pest/rodent infestation

EXTERIOR

- Concrete surfaces in good repair & free of safety defects (porch/steps/driveway/walkway)
- Masonry/siding/trim free from defects
- Fascia/soffits/gutters free from defects
- Roof in good repair & free of defects
- All penetrations sealed & caulked
- Chimneys operational & free from defects • Accessory structures free from defects
- No environmental blight: ○ Grass height six (6) inches or less ○ Noxious weeds abated ○ No inoperative/unlicensed vehicles ○ No trash/debris/junk/building materials

BASEMENTS/ATTICS/CRAWL SPACES

- Attics free from defects (visible signs of water leaks, mold, rot)
- Mechanical vents routed to exterior
- Crawl space free from defects

- Crawl space vapor barrier
- Stairs free from defects & guardrail/graspable handrail in place
- Walls free from structural defects such as bows/cracks/leaks/canted
- **Sump pumps operational and NOT connected to sanitary sewer system (disconnect if necessary)**
- Emergency escape window in basement sleeping areas (where sleeping use is approved)

BATHROOMS/KITCHENS

- Plumbing systems leak-free
- Proper water pressure maintained
- Hot water shall be tepid at the tap and not to exceed 120°F (scalding danger)
- Non-absorbent sealed floor coverings
- GFCI outlets where required (replacement outlets GFCI where required)
- Cabinets/countertops free from safety defects

MECHANICAL/ELECTRICAL/PLUMBING

- Furnace safety clean & check (heat exchanger) by licensed contractor every 5 years
- Fuel fired appliances properly vented
- Temperature pressure relief valve installed
- Gas lines free from defects and openings properly connected or capped
- Proper clearance from combustible materials on furnace & water heater venting
- Habitable rooms heated to minimum 68°F
- Dryer vent made of smooth wall aluminum or other approved material (UL listed)
- Dryer on independent vent routed outside
- Extension cords prohibited as permanent wiring
- Outlet & switch cover plates required
- Electrical panel properly labeled
- S-type fuses installed

• **Building Permits Required:**

- For existing installations ○ New installations without permit shall be retroactively permitted & inspected at owner's expense after repairs (when deemed necessary by Building Official)



DRYER EXHAUST CONNECTION SAFETY REGULATIONS

➤ TRANSITION DUCT

1. Connects **DRYER to DRYER EXHAUST DUCT.**
2. Dryer transition shall not be concealed in construction.
3. Single length of duct no longer than 8 feet.
4. *Must be listed and labeled (UL) in accordance with **UL 2158A.**



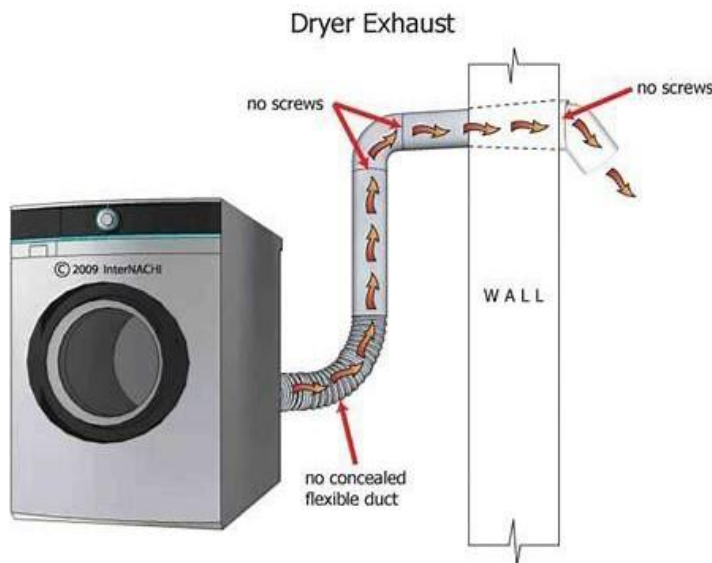
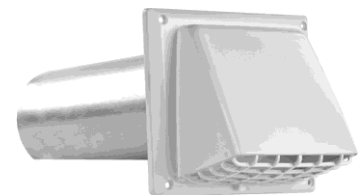
➤ DRYER EXHAUST DUCT

1. Connects **TRANSITION DUCT to the DUCT TERMINATION.**
2. May be concealed in construction.
3. 4-inch minimum diameter and must meet dryer manufacturer's installation instructions.
4. 35-foot maximum length; subtract 2.5-feet for 45-degree elbows and subtract 5-feet for 90-degree elbows (for 4-inch diameter duct unless manufacturer's installation instructions allow otherwise).
5. Must be supported at 4-foot intervals and secured.
6. Exhaust ducts shall have a smooth interior finish and be constructed of metal having a thickness of 0.0157 Inches (28 Gauge).
7. Duct ends shall be inserted in direction of airflow.
8. No screws or other fasteners that protrude into the duct are permitted. Metal foil tape and/or clamps only.



➤ DUCT TERMINATION

1. Connects **DRYER EXHAUST DUCT to the exterior of the house.**
2. Must terminate outside of the building.
3. Requires a back draft damper.
4. Must be located at least 3 feet from any building openings.
5. No screens or other lint blocking attachments are allowed.



*Many retail stores sell **flexible vent transition ducts** that are not UL listed for use as a dryer vent. Make sure to use a product listed and labeled in accordance with **UL 2158A.**