



City of Big Rapids  
Community Development Department  
Phone: (231) 592-4057  
Website: [www.cityofbr.org](http://www.cityofbr.org)

Housing Maintenance Certification  
Rental Housing Application

Dear Applicant,

Thank you for your interest in obtaining a housing maintenance certificate and contributing much needed housing within the City of Big Rapids.

### **Our Process**

As the owner of a rental property, there are certain code and ordinance requirements that must be satisfied prior to occupancy of the property by tenants.

Section 151.15 of the City Code of Ordinances pertains to the requirement of obtaining a rental housing certificate:

*"No person shall operate or permit occupancy of a multiple family dwelling, rooming dwelling, boarding dwelling, lodging dwelling, tourist dwelling, hotel, motel or other rented dwelling for human habitation unless he holds a current, unrevoked Housing Maintenance Certificate issued by the Code Official, or his designee, in the person's name for the specific dwelling."*

Section 151.21 of the City Code of Ordinances requires a contact person for the rental property

*"Applicants shall designate a contact person upon whom service of notice under this subchapter and service of process for violation of this code may be made in the absence of the owner. The designated contact person must have an office or residence located in the State of Michigan, and be available to respond physically in-person at the property within 24 hours of a notification or request by the City..."*

### **Application**

When filling out the application, please designate either a Responsible Party or Agent for your property.

- A Responsible Party will receive all correspondence for rental certification including invoices, notices of inspection, and certificates.
- An agent will act as a contact only. All invoices, notices of inspection, and certificates will be sent to the owner. The owner will be responsible for notifying the Agent of the inspection

### **Invoice and Notice of Inspection**

After receiving your initial application (attached), staff will send an invoice and inspection date for the rental property. The fee schedule for rental properties is as follows:

- First unit per building: \$40.00
- Each additional unit per building: \$30.00
- Reinspection (if required, no charge if violations corrected): \$40.00
- Failure to attend scheduled inspection: \$25.00
- Cabins, Hotels, Motels: \$70.00

Fees not paid shall be doubled after the due date listed on the invoice and notice of inspection. A list of common violations will be included in the invoice and notice of inspection to help you prepare for the inspection. Inspections are scheduled for 30 minute intervals. If you have more than one rental property and would like your inspections to occur on a single day, please notify the Rental Inspector.



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## **Inspection**

During the inspection of your property, the Rental Inspector will look for compliance with the following codes and ordinances.

- 2018 International Property Maintenance Code, a digital copy of the complete code can be found on the Community Development tab of the City's website.
  - Generally, the Rental Inspector ensures the property is free from hazards to tenant safety and that the property is in a livable condition.
- Applicable City Ordinances
  - City Housing Regulations require adequate fire protection equipment and ensure the property is free from blight.
- Parking Regulations
  - A minimum of 1 parking space per bedroom in each unit is required. For more information, please see Article 5 of the City's Zoning Ordinance.

Compliance with residential zoning allowances (Article 3 of the Zoning Ordinance) will be verified, below are the occupancy allowances in each zoning district (absent a non-conformity or variance).

R-P: If owner occupied, one supplemental occupant

- If owner does not occupy the structure, single family or one occupant

R-1: If owner occupied, one supplemental occupant

- If owner does not occupy the structure, single family or one occupant

R-2: Single family or 4 Unrelated Occupants or Owner and 2 unrelated occupants

R-3: Single family or 4 Unrelated Occupants or Owner and 2 unrelated occupants

R-4: Mobile Home Park

R-R: Single family or 4 Unrelated Occupants or Owner and 2 supplemental occupants

C-1: No residential occupancy absent special land use

C-2: Dwelling units allowed except in basement and main floor of structure

C-3: Dwelling units allowed except in basement and main floor of structure

I: No residential occupancy

## **Certification and Renewal**

After the inspection has been completed, any violations corrected, and all fees paid, your property will be issued a rental certificate. Certificates expire at the end of each inspection group. You will automatically be sent an invoice and notice of inspection at the beginning of your inspection cycle to renew your rental housing certificate. An inspection is conducted prior to issuing a renewal certificate to ensure the property has been maintained in a safe condition.

If you have any questions regarding the certification process, feel free to contact the Rental Inspector at (231)592-4057 or [cpepper@cityofbr.org](mailto:cpepper@cityofbr.org)



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Application Date: \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Responsible Party or Agent Information (if different from owner):**

Responsible Party

Agent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Rental Property Information:**

Rental Property Address: \_\_\_\_\_

Number of Rental Units: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Proposed Number of Tenants: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant or property owner

\_\_\_\_\_  
(Date)