

# CITY OF WAYNE

## City Certification Guideline

On July 16, 1991, the City Council adopted an ordinance, which requires all residential dwellings to be inspected and certified prior to sale. Also, on November 21, 2017, the City Council adopted an ordinance which requires that all rental dwellings and rental units be inspected and certified every three years. The standard for such inspection shall be the minimum necessary to prevent the spread of residential blight, to safeguard life, health, property and public welfare as set forth in the current Michigan Property Maintenance Code for existing structures and the current National Electrical Code.

Inspections are scheduled Monday through Friday from 9:00 a.m. to 12:00 noon and from 12:00 noon to 3:00 p.m. It is not possible for office staff to set specific times for inspections. However, a morning or afternoon inspection may be requested. There must be someone 18 years of age or older at the location of the inspection for all inspections requested. Fees for residential inspections are as follows:

Single family	\$300.00
Duplex	\$350.00
Apartments/Motels (1 <sup>st</sup> two units)	\$350.00
Each additional unit	\$ 70.00 each

**ALL UTILITIES MUST BE ON, INCLUDING WATER, GAS AND ELECTRICAL FOR A COMPLETE INSPECTION TO TAKE PLACE.**

Inspections will be done by the following inspectors and questions regarding the Residential Dwelling Certification Program may be directed to any of them between the hours of 8:00 a.m. and 4:30 p.m. by calling our office at (734) 728-9100.

**Building Official**  
**Larry Wegrzyn**

**Building Inspectors**  
**Ken Wasilewski**  
**Paul Vaughan**  
**John Gregory**

**Mechanical Inspector**  
**Robert Lakin**

**Electrical Inspectors**  
**Nick Pavicic**

**Plumbing Inspector**  
**James Monroe**

Certificates of Compliance are good for a period of three (3) years from the original issue date. A temporary Certificate of Compliance may be issued for a fee of \$70.00

There is no charge for the first re-inspection; additional re-inspections or “no-shows” will be charged a re-inspection fee of \$60.00.

The Building Department office hours are 8:00 a.m. – 4:30 p.m., Monday through Thursday. Re-inspections require at least a twenty-four (24) hour notice and must be scheduled by calling the Building Department at (734) 728-9100.

**IF AN INSPECTION IS PERFORMED AND THE HOMEOWNER DECIDES NOT TO PROCEED WITH THE SALE OR RENTAL OF THE PROPERTY, ALL CORRECTIONS MUST STILL BE COMPLETED.**

**The report will be MAILED, EMAILED OR FAXED as specified to the applicant designated on the permit within five (5) business days. Questions concerning a specific inspection must be directed to the individual inspector involved.** In some instances, the code requires a permit for repairs or corrections. This will be noted on the inspection report.

**IN ORDER TO OBTAIN A CERTIFICATE OF COMPLIANCE:**

Complete all safety and maintenance items listed in the inspection report, have final inspections and provide a furnace certification/cleaning by a licensed Mechanical Contractor. Provide a notarized roof acceptance letter from buyer, with a copy of their driver's license. **WE DO NOT ACCEPT ELECTRONIC SIGNATURES.**

**IN ORDER TO OBTAIN AN INTERIM CERTIFICATE OF COMPLIANCE:**

Complete all safety items and have inspections of same, provide furnace certification by a licensed Mechanical Contractor and provide a signed agreement form (provided by the City) for compliance on the maintenance items. A copy of the driver license of the person(s) assuming responsibility for the completion of the repairs must accompany the letter, along with a contact phone number. This certificate is **temporary** and there is an obligation on the part of the parties to complete the maintenance items noted when the Certificate of Compliance expires and a re-inspection will be necessary. The non-refundable fee for the issuance of a temporary Certificate of Compliance is \$70.00. Provide a roof acceptance letter from buyer.

PLEASE NOTE: THE ISSUANCE OF A CERTIFICATE HEREUNDER DOES NOT ASSURE, GUARANTEE, WARRANT OR ASSERT THAT THE SUBJECT PREMISES COMPLY WITH ALL CODES AND ORDINANCES OF THE CITY OF WAYNE, NOR THAT THE DWELLING IS SAFE FOR HABITATION. THE INFORMATION CONTAINED HEREIN IS BASED UPON A LIMITED INSPECTION. THIS DOCUMENT DOES NOT CONSTITUTE A WARRANTY OF ANY KIND, AND COVERS NO HIDDEN DEFECTS, UNLESS SO STATED. THE PURCHASER IS FURTHER ENCOURAGED TO HAVE THEIR OWN CONTRACTOR INSPECT THE PREMISES IF THERE IS ANY DOUBT IN THEIR MIND AS TO THE CONDITION OF THE PREMISES.

The following is a list of property repairs and requirements most commonly required by the City of Wayne:

**EXTERIOR:** The following items need to be inspected to assure the dwelling is sold in a safe and non-blighted condition:

1. Property address must be clearly visible from the street using 4" high numbers.
2. Flat concrete must be repaired to prevent all tripping hazards. Driveways shall be constructed of a hard surface and extend from the street through the approach for a distance of not less than 40 ft from the public right-of-way.
3. Eliminate cracked, blistered, and peeling paint from exterior surfaces and properly seal and paint. (Including windows.)
4. Repair or replace damaged loose or missing siding and trim.
5. Replace all rotted wood and properly seal and paint.
6. Replace cracked and broken windowpanes.
7. Re-putty exterior windows as needed.
8. Caulk all through-wall penetrations.

9. Re-mortar all masonry, including chimneys, as needed.
10. Install vacuum breakers on exterior hose bibs (water outlets) to prevent contaminated water from getting into drinking water. Vacuum breakers are available at most hardware stores.
11. Openable windows: every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.
12. Handrails and guardrails: Every flight of stairs which is more than three (3) risers high shall have a handrail on at least one side of the stair, landing or balcony which is more than thirty (30) inches above the floor or grade below shall have handrails. Handrails shall not be less than thirty four (34) inches nor more than thirty eight (38) inches high, measured vertically above the flat surface. Guardrails shall not be less than thirty six (36) inches above the floor of the landing or balcony. Spacing on poles shall not exceed four (4) inches.
13. Letter accepting roof in "as is" condition signed by purchaser.

INTERIOR: The following conditions are inspected to safeguard the health and safety of the occupants of the dwelling:

1. Smoke detectors required each bedroom, immediately outside of sleeping areas, and at all levels.
2. Doors and windows shall fit and latch properly and be easily openable.
3. Walls and ceilings shall be free of peeling paint, holes and large cracks.
4. Handrails and guardrails – same as exterior requirements.
5. Furnace flue and hot water vents shall be properly installed and sealed.
6. Water heater shall be equipped with pressure relief valve and drip tube to within five (5) inches of floor.
7. Bathroom and toilet rooms shall have openable window or exhaust fan.
8. Fire doors are required between house and attached garage.
9. All plumbing shall be in good repair and proper working condition.
10. Install vacuum breaker on laundry tub faucet (see #10 in exterior)
11. Provide furnace certification by licensed heating contractor (no more than six months old).
12. Carbon monoxide detector is required in the hallway outside the sleeping area.

### ELECTRICAL

The following conditions are inspected to safeguard against fire or other electrical problems:

1. Upgrade electrical service to minimum of 100 amp.  
Exception: an existing properly installed 60-amp service is acceptable if adequate for the load being served.

Evidence of inadequacy:

- A. Use of extension cord in lieu of permanent wiring.
- B. Unapproved extensions of the wiring.
- C. Lack of lighting fixtures and receptacles in kitchens, bathrooms, furnace room, stairways and basement.
- D. Added electrical panels to accommodate additional loads.

2. If fuses are used: provide correct ampere rated type "S" (safety) fuses and adapters (these fuses prevent over sizing or under sizing – cannot be interchanged).
3. Provide an interior wall switch conveniently located and readily accessible to control light or receptacle at entrance doorways (front, rear or side).
4. Provide a conveniently located wall switch controlled light or receptacle in all habitable rooms.
5. All closet light fixtures must have glass globes covering light bulbs (except for fluorescent fixtures).
6. Provide additional duplex receptacles in all habitable rooms as needed (minimum of two are required in bedrooms and dining rooms – one on each wall in living room – four required).7. Provide multiple switch control at head and foot of stairways with lighting so placed to adequately illuminate the stairway.
8. Provide a 20-amp laundry circuit and wall mounted grounded GFI duplex receptacle.
9. Replace all defective or painted over receptacles, wall switches. Replace all missing or broken cover plates.
10. All light fixtures must be in good repair. Replace missing globes.
11. Discontinue use of extension cords in lieu of permanent wiring.
12. Remove or protect surface wiring located below joists or outside of ceiling and walls.
13. Provide a junction box for open splice wiring.
14. Replace or remove all unapproved wiring.
15. Provide a separate kitchen appliance circuit with a minimum of three grounded duplex receptacles. Two of these receptacles must be accessible. New appliance circuit shall (must) be 20-amp rated – G.F.C.I. receptacles are required within 6 ft. of sink for replacement or new installed receptacles and wiring.
16. Provide a separate minimum of 15-amp circuit for furnace.
17. Replace worn service entrance cable located above and below DTE energy meter cabinet – two 8 ft. ground rods are required if service entrance cable and/or electrical panel is replaced. Ground wire required from electrical panel to within 5 ft. of water meter. Provide intersystem bonding terminal block. Jumper required around water meter.
18. Ground kitchen and laundry receptacles – G.F.C.I. receptacles are required if kitchen receptacles require ground wires and receptacles are being replaced. Kitchen must have G.F.C.I. receptacles on each side of the sink, within 6 ft. of sink.
19. Provide G.F.C.I. receptacles in all bathrooms.
20. A ground fault circuit interrupter receptacle can be installed in lieu of a ground wire in bathrooms, basements, garages and outdoor receptacles (not for swimming pools).
21. Secure loose conduit, electrical boxes, etc.
22. Items 1,3,4,6,7,8,15,16 & 17 require an electrical permit by a licensed electrical contractor.