



Basic Requirements for Certificate of Compliance

The purpose of a Certificate of Compliance inspection is to ensure your property meets the minimum standards of the Grand Rapids Property Maintenance Code and the 2021 International Property Maintenance Code. The intent is to ensure public health, safety, and welfare of occupants.

SCHEDULING

- Once you have received a **Notice of Rental Certification** call (616) 456-3053 Option 2 to schedule the inspection. You typically have up to 3 months from the date of the notice until the inspection deadline, but it is important to call our office within the first 30 days to schedule the inspection. This will help you avoid enforcement fees. Phone hours are Monday through Friday 8–11:00 a.m. and 1–3:30 p.m.
- A \$120 fee will be charged for missed appointments and late cancellations. Cancellations must be made at least 30 minutes prior to the start of the scheduled inspection.
- Notify **tenants** at least 48 hours in advance of the inspection date.
- Use the pre-inspection checklist below to **prepare the property** and take the necessary corrective action prior to the inspection. This will allow you to receive a longer Certificate of Compliance and potentially avoid enforcement fees.

EXTERIOR

- Roof**, flashing, drains; gutters and downspouts shall be sound, tight and not have defects that admit rain. Shingles should not be missing, worn to the point they are curling or damaged by trees. Gutters and downspouts should be in good repair; all parts intact, properly attached and directing water away from building. (304.7)
- Chimneys** shall be maintained structurally safe and sound, and in good repair. Check for cracks, damaged bricks and missing mortar. (304.11, 603.2)
- Exterior wall surfaces** must be free from holes, breaks, and loose or rotting materials. All exterior surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Loose paint particles must be removed in compliance with Lead Safe Work Practices. Power spraying peeling paint is not allowed, keep painted surface wet when scraping, utilize tarps or sheet plastic to contain chips and remove daily. (304.2, 304.6, 1203.3)
- From May 1 to October 31, **bare soil** located within thirty (30) inches of the foundation wall is prohibited due to presumed presence of lead. Dense vegetation, permanent paving material or a minimum 6” deep layer of mulch are options to comply. (1203.2)
- Ensure all **handrails** and **guardrails** are securely anchored and in good repair. Graspable handrails are required for any interior or exterior stairway with 4 or more stair risers. Guardrail openings must be 4” or less and are required where stairs or a drop is greater than 30”. (307.1)
- Windows** and frames shall be kept in sound condition, good repair and weather tight. Check for peeling paint, broken storm window frames, insect screen damage, broken or cracked window panes. No paint chips or dust in window troughs. Insect screens required from May through October. (304.2, 304.13, 304.14, 304.17)
- Doors** and hardware shall be maintained in good condition. Each entry or exit from or to the exterior shall be equipped with an exterior light fixture controlled by a switch inside. Check for weather tight fit, deadbolt locks, peephole viewers on doors without adjacent window access, light fixture globe and bulb intact. Screen doors shall have a self-closing device in good repair. (302.11, 304.13, 304.15, 304.18.1, 304.14)
- All **foundation** walls shall be maintained, free from open cracks and breaks and prevent entry of rodents and pests. Check for holes or cracks where a pencil can penetrate the surface and fill them in. (304.5)
- Sidewalks** and **driveways** must be in a proper state of repair and maintained free from hazards. Check for cracks, breaks and uneven surfaces that create trip hazards. Shovel, if necessary. (302.3)
- Yard** maintained free of trash and grass under 12” tall. Approved leak proof, covered, outside garbage container must be provided. (Nuisance code, 308.3, 308.3.1)



Basic Requirements for Certificate of Compliance

- Outdoor storage** of materials of value is not permitted on a porch, in a front yard or closer than 3' to a dwelling, accessory building or to side or rear lot line. (302.10)
- Accessory structures**, including detached garages, sheds, fences and walls, shall be maintained structurally sound and in good repair. (302.7)

INTERIOR

- Interior wall surface**, including windows and doors, shall be maintained in good, clean and sanitary condition. Check for peeling paint, holes and other defective surface conditions. (305.3, 1203.1)
- Stairs and walking surfaces** shall be maintained in sound condition and good repair. Handrails and guardrails must be firmly fastened and maintained in good condition. Check for trip hazards. (305.4, 305.5)
- Windows** accessible to the public must have a functioning locking device. Single or double hung sash windows accessible to the public must have easily removable window pinning to secure the window in a partially open position of 4 to 6 inches for ventilation. Windows must be easily openable and capable of being held in position by window hardware. (304.13.2, 304.18.2)
- Doors** must open and close easily, provide security for occupants and provide safe egress. No hasp hardware, double keyed locks or padlocks on egress or habitable room doors. (304.15, 304.18, 304.18.1, 305.6, 702.3)
- Building must be free of insect and rodent **infestation**. (302.5, 309.1)
- Approved **10-year sealed lithium battery smoke detectors or hard-wired (110 V) with lithium battery back-up** shall be located in every bedroom, outside sleeping area(s) and on every level. Test every one. Smoke detectors must be [properly installed](#) and functioning. (9.832, 9.833)
- Carbon monoxide** detection shall be installed in *dwelling units* outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, carbon monoxide detection shall be installed within the bedroom. (705.1, 705.2)
- Electrical service** shall be at least 3 wire, 120/240 volt, single phase, 60 amperes. Electrical equipment and appliances properly installed and maintained in a safe and approved manner. Two separate and remote receptacles in every habitable space. Every bathroom shall contain at least one receptacle. At least one electric light is required in every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room. Extension cords shall not be used for permanent wiring. Check to ensure appliances are functional, sufficient receptacles in place, lighting provided, and extension cords are not running over or under furniture or doors. (305.1, 604.1, 604.2, 605.1, 605.2, 605.3, 605.4)
- All **plumbing** fixtures must be installed and maintained in working order, free from obstructions, leaks or defects and be capable of performing the function for which they are designed. Sufficient volume and water pressure shall be supplied to plumbing fixtures to enable proper function. 110° hot water shall be provided. (504.1, 505.1, 505.3, 505.4)
- Any **heating system** or heating appliance not owned by the occupant of a unit shall be inspected and serviced by a [City registered mechanical contractor](#) no more than 90 days prior to the renewal of a certificate of compliance. Heat must supply a minimum temperature of 68° F. Space heaters are not allowed. (602.2, 602.3, 603.1, 603.1.1)
- Ensure all mechanical **ventilation systems** are in good repair and functioning as intended. This includes kitchen and bath exhaust fans, clothes dryer exhaust and fuel burning equipment exhaust vents. (403.2, 403.5, 603.1, 603.2)
- Bedrooms** must contain a minimum of 70 square feet for one person and every bedroom occupied by more than one person shall contain a minimum of 50 square feet of floor area for each occupant. No bedrooms in unfinished basements. (404.4.1, 404.4.4, 404.4.5)
- A safe, continuous and unobstructed path of **egress** shall be provided from any point in a building to the public way. Indoor storage should be safe and sanitary; does not block doors, windows or stairways. Flammable liquid containers or equipment containing flammable liquid should not be stored inside. (111.1.2, 702.1)