

Notice to all Dearborn Heights Residents

According to the City's Ordinance, every home in Dearborn Heights **MUST** have a city inspection, and a Certificate of Occupancy on file before occupying a home.

Please follow the instructions below for scheduling Certificate of Occupancy inspections:

- > Submit a completed Certificate of Occupancy application, plus the \$200 fee to the City of Dearborn Heights Building Department, to schedule an initial home inspection.
- > Once the initial inspection is completed, these reports are valid for 6 months, and all necessary repairs should be completed within this time frame.
- > Upon completion of the work, a re-inspection should be scheduled.
- > If, for any reason, an inspector is unable to enter the premises at the time of appointment, a re-inspection fee may be required to finalize inspections.
- > Once all the inspection reports are finalized, a Certificate of Occupancy will be issued to the homeowner as both the Owner and Occupant.

- > If inspections are not completed within the allotted time period, the applicant may be subject to re-application and new inspections.

If you have any questions regarding inspections, please feel free to call the building department at 313-791-3470 to receive assistance in answering questions and concerns.