



Dear Property Owner:

Enclosed is the Landlord License Application and information regarding the fees for rented or leased properties. Please contact the Rental Department at 248-530-1850, to schedule your initial inspection. This is required to be scheduled within 30-days of application, as well as an inspection every two years from the initial inspection. Please note:

- The licensing period runs from April 15 to April 15 of each year.
- A license is held with the payment of an annual fee until such time an inspection is approved, to assure compliance with the City Code.
- Please call (248) 530-1850 if you have any questions regarding the inspection process.
- A floor plan is necessary showing the sizes of all bedrooms.
- A site plan is also necessary showing the house, accessory structures and the length and width of driveway. (This is not required for apartment buildings and condominiums)

Sincerely,

Community Development – Rental Department
248-530-1850

spedigo@bhamgov.org

lqieraltowski@bhamgov.org



City of Birmingham Ordinance 1963 - Fees

Fees for Rented or Leased Premises:

First Unit: \$125.00

For landlords owning more than one property that in the same complex, additional units: \$40.00

For all license renewals, the fee shall be increased by 50 percent for any application received more than 30 days after the required renewal date of April 15th of the current year.

Please make checks payable to:

City of Birmingham, P.O. Box 3001
Birmingham, MI 48012.

Online Payments:

To pay an invoice online, go to www.bsaonline.com

1. Select 'Building Department Payments' from the 'Online Payments' section
2. Use the second option, 'Search by Invoice Number'
3. Enter the invoice number (this is the 8-digit number beginning with 00)

Preparing for Your Rental Property Inspection

The following can be done prior to your inspection to expedite the process.

1. Have furnace cleaned, safety checked and a carbon monoxide test performed by a licensed HVAC contractor. A carbon monoxide reading of 0ppm is required for approval.
2. Carbon monoxide detectors are required outside each sleeping area.
3. Make sure you have working smoke detectors in the following locations:
 - Every bedroom
 - Hallway outside of bedrooms
 - Every floor
4. Install backflow preventers on laundry tub and outside faucets.
5. Graspable handrails on stairs with 4 or more risers.
6. GFCI circuits in improved kitchens and bathrooms.
7. Scrape and paint any surfaces with peeling paint.



LANDLORD LICENSE

APPLICATION

Date of Application _____ ☐ RENEWAL ☐ NEW RENTAL

Application is hereby made for Landlord License for:

☐ Single Family ☐ Half-Duplex ☐ Duplex ☐ Condo ☐ Apartment

RENTAL LOCATION

OWNER (All fields are required)

NAME _____ PHONE _____

ADDRESS* _____ CITY _____ STATE _____ ZIP _____

****MAILING ADDRESS CANNOT BE SAME AS RENTAL PROPERTY ADDRESS***

DRIVER'S LICENSE # _____

E-MAIL ADDRESS* _____

MANAGER (If Applicable)

MANAGER _____ PHONE # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

Is property a partnership or corporation? Yes _____ No _____

If yes, Legal entity of owner (corporation, partnership, other)

Name _____ Address _____

City _____ State _____ Zip _____