



Understanding Ordinance 915

Part 2: How to license a property that does not have a rental housing license Code Enforcement & Neighborhood Conservation

The City of East Lansing Housing Code provides that occupancy of any dwelling by any person other than the owner of record requires a Rental Housing License.

To begin the licensing process the property owner must submit an application to the Department of Code Enforcement. The application must also include a floor plan and site plan, with dimensions drawn accurately to scale, and photos of the front view, side views, rear yard view and complete drive approach of the property. A fee of \$1550 to cover the cost of the licensing process is required with the submission. Additionally, any outstanding City fees and/or charges must be paid in full.

You may not rent, lease or otherwise let the property until a license is approved by the East Lansing City Council. Application does not equal Acceptance!

Within thirty (30) days of receipt of the application, the City will notify the applicant of any deficiencies in the application which prevent acceptance or will provide written acknowledgment of a complete application. Within sixty (60) days following the acceptance of the application, an "all-trades" inspection will be conducted to assure compliance with the City Building, Plumbing, Mechanical, Electrical and Fire safety codes. It is strongly recommended that the Owner be present for the inspection. Within thirty (30) days after the inspection the owner will receive a written report of the results, including any items in need of correction and a reinspection date to confirm compliance.

At a public hearing the Commission on Housing may:

1. Recommend that City Council authorize a conditional license.
2. Recommend that City Council impose additional conditions necessary to ensure compliance with the performance standards.
3. Recommend that the City Council impose any conditions agreed to by the property owner that the commission deems appropriate
4. Recommend that the City Council deny the license application.

The final decision on licensing is determined at a public hearing by the East Lansing City Council. In addition to consideration of the application and public comment, the Commission must assure the property meets the review standards provided on the back of this report.

Scope of Review: The Commission Shall Consider and Review ES-1005.3 (5) and (7)

- (a) The application and supporting documentation including floor plans and site

plans, when required;

(b) The inspection report(s);

(c) Any public comment and/or written communications;

(d) The recommendation(s) of the Code Enforcement Department;

(e) any relevant documentation including any building and/or zoning variances either applied for or granted, any easements, any comments regarding application of the Historic District Code, any site plan or special use permit conditions and any recommendations of the Planning Department;

(f) The prior inspection and ticket history of the property;

(g) In case of a requested change in classification, the reason the change is requested;

(h) Any documentation or comment submitted by the owner or legal agent;

(i) The prior history of the property owner and legal agent with regard to the maintenance, control, regulation and use of other properties owned or managed by the applicant or applicant=s legal agent;

(j) Information regarding control or authority over the property by a person other than the owner or legal agent.