

Registration Checklist (New)

Submit completed application, application documents, and fee within 21 days of receiving the initial letter or within 10 days after receiving a denial of your appeal to the Public Service Director (if an appeal was filed).

Schedule an inspection within 30 days of submission of the application. If inspection passed, reapply before rental license expires (in two years). If you fail your inspection, complete the items below.

Complete all work and schedule a second inspection within 60 days of the initial failed inspection.

Obtain all necessary permits within 15 days of the failed inspection.

Finalize all permit work within 45 days of pulling a permit. Please note, other City department deadlines do not apply to rental properties.

If you pass your second inspection, reapply before rental license expires (in two years). If **second** inspection has failed, complete the items listed below.

Complete all work and schedule a third inspection within 15 days of the **second** failed inspection.

If third inspection is passed, reapply before rental license expires (in two years). If third inspection has failed, you will receive a ticket for every day you are out of compliance.

Ticket: If you do not meet any one these deadlines, the City will issue a blight ticket for every day you are not in compliance.

Extension: You may apply in writing, on a form provided by the Rental Inspections Division, for an extension on the completion of the work (60-day deadline only). **You must pay the re-inspection fee before** you submit an extension form. You must submit an extension form **in person** before the deadline. Extensions will only be granted for good cause with sufficient documentation of the hardship.

Appeal: You may appeal a determination made, pursuant to the International Property Maintenance Code (IPMC) to the IPMC Board of Appeals by submitting a written application to the Rental Inspections Division within 20 days after the day of the date of the failed inspection letter. An application for appeal shall be based on a claim that the true intent of the International Property Maintenance Code (IPMC) have been incorrectly interpreted, the provisions of the IPMC do not fully apply, or the requirements of the Code are adequately satisfied by other means.