

NEW - Inspections Now Required of Non-Owner Occupied Housing Units

Carrollton Township understands that many individuals own multiple properties. To help with the new inspection requirement, the Township has developed an inspection completion schedule to follow and it depends on how many units you own:

-) If you own **one or two Non-Owner Occupied Housing Units** - inspections are required to be completed by **March 31, 2019**

-) If you own **three units** - two of them are required to be inspected by **March 31, 2019**. The third unit will need to be inspected by **March 31, 2020**

-) If you own **four units** - two units will need to be inspected by **March 31, 2019**. The third unit by **March 31, 2020** and the fourth unit by **March 31, 2021**

-) If you own **five or more units**, please call the Township Office for a completion schedule

Chapter 14, Article V. Non-Owner Occupied Housing Business License

Sec. 14-117. – Definitions.

Inspector means a licensed builder, certified home inspector, or other qualified person trained in the inspection of residential dwellings who is retained by the owner or authorized agent, at their expense, to perform the required inspection of the residential rental property to determine compliance with the building code, property maintenance code, and any other applicable ordinances.

Sec. 14-118. – Non-owner occupied housing business license required.

- (4) The premises shall be inspected and certified for occupancy by an inspector retained by the owner or local agent. The inspector shall submit a report to the licensing agent.

- (5) The residential rental property shall not be occupied unless approved by the township.

Above is an excerpt from **Ordinance Amendment No. 2017-08** adopted by the Township Board. The complete text can be viewed at www.carrolltontwp.com/Offices/Code or you may stop in to the Township Office.