



Dear Property Owner:

Enclosed is the Rental License Application and information regarding the fees for rented or leased properties. Once the Application is submitted and verified, the Rental Department (248-530-1850) will contact you to schedule your initial inspection. This is required to be scheduled within 30 days of application, as well as inspection biannually. Please note:

- The City Commission approved a Resolution on April 27, 2026 wherein a moratorium is placed on issuance of new rental licenses for rentals with the duration of 30 days or less (short-term rentals)
- A Rental License is **not** issued until approved by the City. Payment of the required fee and/or submission of the Application itself does not qualify as a license.
- A written Rental Application must be submitted each year to ensure all information is accurate and up to date.
- The verified Application and payment are held until successful completion of inspection to ensure compliance with the City Code.
- A Floor Plan is necessary showing the sizes and dimensions of all rooms.
- 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).
- Please call the Rental Department (248-530-1850) if you have any questions.

Sincerely,

Community Development—Rental Department
248-530-1850
spedigo@bhamgov.org
lgieraltowski@bhamgov.org

City of Birmingham Ordinance 1963 - Fees

Fees for Rented or Leased Premises:

First Unit: \$200.00

For landlords owning more than one property that in the same complex, additional units:
\$50.00

Additional Re-inspection: \$75.00, plus \$25.00 for each additional unit beyond the first unit.

Pursuant to Ordinance, the annual rental license shall terminate on April 15th. A new Application and fee will need to be submitted annually.

Please make checks payable to:

City of Birmingham
151 Martin Street
C/O Building Department
Birmingham, MI 48009

Online Payments:

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

1. Select 'Pay a Building Department fee' from the 'Services' section
2. Select the fifth option '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.



ANNUAL RENTAL LICENSE APPLICATION

Date of Application _____ ☐ RENEWAL ☐ NEW RENTAL

Application is hereby made for an Annual Rental License pursuant to Chapter 22, Article VI, Division 4 of the Birmingham City Code for the following property type:

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

RENTAL PROPERTY ADDRESS

PROPERTY OWNER INFORMATION (All fields are required)

NAME _____ PHONE _____

MAILING ADDRESS* _____ CITY _____ STATE _____ ZIP _____

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

DRIVER'S LICENSE #/ _____

E-MAIL ADDRESS _____

PROPERTY MANAGER INFORMATION (If Applicable)

MANAGER NAME _____ 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 _____

RESPONSIBLE PARTY INFORMATION—The property owner shall designate a responsible party authorized to respond to complaints, emergencies, or violations relating to the rental property.

RESPONSIBLE PARTY NAME _____

PHONE # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

REQUIRED DOCUMENTATION

The following documentation must accompany this application, if applicable:

- ☐ Floor plan showing the sizes and dimensions of all rooms
- ☐ Site plan showing house, accessory structures, driveway length and width
(Not required for apartments or condominiums)
- ☐ Additional supporting documentation as requested by the Building Official

RENTAL ACKNOWLEDGMENT

Applicant acknowledges and understands the following:

1. Pursuant to Resolution of City Commission on April 27, 2026, the City of Birmingham established a temporary moratorium relating to the issuance of rental licenses for periods of thirty (30) days or less.
2. During the moratorium period, the subject property shall not be rented, leased, offered possession or occupancy for thirty (30) days or less in which the owner does not reside in that property, and offer the possession or occupancy to another who is not the legal owner of record pursuant to written or oral agreement.
3. The applicant understands that violation of the moratorium or applicable provisions of the Birmingham City Code may result in denial, suspension, or revocation of a rental license and additional enforcement action.

APPLICANT CERTIFICATION

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I acknowledge that the rental property and its occupancy are subject to the requirements of the Birmingham City Code, including all applicable licensing, inspection, maintenance, occupancy, and rental regulations.

I further acknowledge the temporary moratorium prohibiting short-term rentals of thirty (30) days or less.

I acknowledge that once approved, the license shall terminate on April 15th, and a new Application will need to be submitted.

The applicant acknowledges that issuance of a rental license does not authorize occupancy or use in violation of the State Law, Birmingham City Code or any applicable ordinance or resolution.

Applicant Signature _____

Printed Name _____

Title/Capacity (if applicable) _____

Date _____