

ORDINANCE NO. 2023-01

AN ORDINANCE TO REQUIRE THAT NO PERSON MAY USE OR OCCUPY ANY STRUCTURE OR PREMISES LOCATED WITHIN THE CITY OF READING, MICHIGAN, WITHOUT APPLYING FOR AND OBTAINING A USE AND OCCUPANCY PERMIT FROM THE CITY'S DESIGNATED CODE OFFICIAL PURSUANT TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE AS ADOPTED BY THE CITY OF READING; TO PROVIDE FOR AN EXCEPTION FOR A STRUCTURE OR PREMISES THAT IS USED AND OCCUPIED BY THE OWNER AS THEIR PRINCIPAL RESIDENCE; TO ESTABLISH PROCEDURES FOR APPLYING FOR AND ISSUING SUCH PERMITS; TO PROVIDE FOR THE ESTABLISHMENT OF A PERMIT APPLICATION FEE; AND TO PROVIDE A PENALTY FOR A VIOLATION.

WHEREAS, the City of Reading, Michigan, has adopted the provisions of the International Property Maintenance Code as published by the International Code Council, with various amendments; and

WHEREAS, the City Council has determined that in order to provide for and protect the health, safety, and welfare of the public it is necessary to provide for a process for verifying that certain structures and premises within the City of Reading are in compliance with the requirements of the International Property Maintenance Code, as adopted by the City of Reading;

NOW, THEREFORE, THE CITY OF READING ORDAINS THAT:

Section 1. Use and occupancy permit required. It is unlawful for any person to enter into the use or occupancy of any structure or portion thereof or to permit or suffer the use and occupancy of any structure or portion thereof located in the City of Reading without having first obtained a valid use and occupancy permit from the City's code official as designated by the City Council for purposes of the enforcement of the International Property Maintenance Code, as adopted by the City of Reading, or his or her designee.

Section 2. Permit application. Each person seeking a use and occupancy permit for any structure or portion thereof located in the city shall submit an application for the issuance of such a permit to the code official, or his or her designee, on a form or forms supplied by the city.

Section 3. Inspection. Upon receipt of an application for a use and occupancy permit, the code official, or his or her designee, shall conduct or cause to be conducted such inspection of the structure and premises as he or she reasonably requires and deems necessary to assure and determine the compliance of said structure and premises with the current provisions of the International Property Maintenance Code, as promulgated and published by International Code Council, Inc., and as adopted by the City of Reading.

Section 4. Restrictions on issuance of permits and temporary permits of occupancy. No use or occupancy permit for any structure or premises may be issued to any applicant until the code

official or his or her designee confirms that the structure or premises conforms with the current provisions of the International Property Maintenance Code as adopted by the City of Reading. If the code official or his or her designee has determined that the structure or premises is not in conformity with the current provisions of the International Property Maintenance Code in one or more ways, the code official or his or her designee may issue a temporary use and occupancy permit for the structure or premises, or a portion thereof, if repairs or modifications to correct the violation are being performed and the code official or his or her designee determines that the use and occupancy of the structure or premises while the repairs or modifications are being made does not endanger the occupants. A temporary use and occupancy permit shall not be issued for a period of time in excess of six (6) months.

Section 5. Issuance of permit. The code official or his or her designee shall issue a use and occupancy permit for such structure or portion thereof for which an application for such permit has been made when an inspection completed pursuant to Section 3 of this ordinance has assured that the structure and premises are in compliance with the current provisions of the International Property Maintenance Code, as adopted by the City of Reading. The use and occupancy permit issued pursuant to this section shall be valid until there is a change of the occupants of the structure or premises that occurs more than three (3) years after the issuance of the permit.

Section 6. Fees. The city council may from time-to-time establish by resolution a non-refundable permit fee to be paid by applicants at the time of application for a use and occupancy permit pursuant to this ordinance to cover such administration fees, inspection fees, re-inspection fees, or other fees as shall be deemed appropriate.

Section 7. Exception for Primary Residence. The provisions of this ordinance do not apply to a structure or premises that is occupied as the primary residence of the owner of the structure or premises.

Section 8. Penalty. A violation of Section 1 of this ordinance shall constitute a municipal civil infraction.

The foregoing Ordinance was duly adopted at a meeting of the Reading City Council held on the 14<sup>th</sup> day of November, 2023.

Melani Matthews, Mayor  
Kimberly Blythe, City Clerk/Treasurer

Ordinance 2023-01 Use & Occupancy Permit  
Approved November 14, 2023  
Effective January 3, 2024

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