

# **CITY OF SOUTHFIELD**

## **Department of Building & Safety Engineering**

**26000 Evergreen Road • Southfield, MI 48076**

**Telephone number: (248)796-4100**

**To apply visit: <https://bsaonline.com/Account/LogOn?uid=272>**

### **Point of Sale/Occupancy**

As of April 20, 2026 Southfield City Council approved Point of Sale Inspections (Ordinance #1835) to be performed on all Residential homes.

#### **INITIAL PROCESS**

Please fill out our Point of Sale/Occupancy application to submit for a Certificate of Occupancy. Once the application is completely filled out, property owners will visit the BS&A website, <https://bsaonline.com/Account/LogOn?uid=272> and apply for a Point of Sale permit. Once the application is received by our office, you will receive an email with a link to make the \$190.00 inspection fee payment. The resale inspection fee of \$190.00 needs to be paid in full before the inspection is performed. A staff member will contact you once the payment has been made to schedule the required inspection within **fourteen (14)** days of the payment date.

#### **AFTER THE INITIAL INSPECTION**

Homeowners can fix the violations on the inspection list then call the office back to set up a reinspection. A follow-up inspection is included for the selling homeowners. Once all violations are corrected and pass inspection a C of O will be issued.

If the violations are to be assumed by the new homeowner, they need to fill out an Affidavit to Assume Repairs to be signed by both the seller and buyer before closing. New owners have up to **thirty (30)** days to complete repairs after closing. If an extension is needed, please call the assigned inspector for the request. Refer to the violation letter for the assigned inspector's contact information.

**All life safety issues must be corrected before occupancy.**

If you have any questions, please call the Building Department at 248-796-4100.

Checks may be electronically debited from your account. A \$35.00 fee will be invoiced for any returned checks.

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### Point of Sale/Occupancy Application

Application Fee: \$40.00

Certificate of Occupancy: \$50.00

\$100.00 per trade (includes 1 reinspection per each trade)

Required Inspections: Building

**Amount Due: \$190.00**

|                  |        |
|------------------|--------|
| Requesting Party |        |
| Phone No.        |        |
| E-mail           |        |
| Site Address     |        |
| Parcel No.       | 76-24- |
| Proposed Owner   |        |
| Current Owner    |        |
|                  |        |
|                  |        |

Report to be: E-mailed

Reminder to requesting party: There must be someone at the inspection site for the full period.

Office Use Only:

Inspection Date & Time: \_\_\_\_\_ AM 9:30 – 12:30 or PM 12:30 – 3:30

Checks may be electronically debited from your account.

A \$35.00 fee will be invoiced for any returned checks.

\_\_\_\_\_, Notary Public  
Oakland County, Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires:



## City of Southfield

Department of Building & Safety Engineering

26000 Evergreen

Southfield, MI 48076

(248) 796-4177

propertycompliance@cityofsouthfield.com

### FURNACE / BOILER CERTIFICATION

Job Address \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Licensee Name \_\_\_\_\_ License# \_\_\_\_\_

Category: 1 2 3 4 5 6 7 8 9 10 A B C D E F

Phone \_\_\_\_\_ Registered with City **Yes** **No**

**Contractor must be licensed and registered with the City**

### CERTIFICATION RESULTS

Make / Brand \_\_\_\_\_ Model \_\_\_\_\_ Serial# \_\_\_\_\_

CO Results \_\_\_\_\_ P.P.M. **Pass** **Fail**

Heat Exchanger Condition \_\_\_\_\_

Limit Control Condition \_\_\_\_\_

Venting Condition \_\_\_\_\_

Chimney Condition \_\_\_\_\_ Size \_\_\_\_\_ Type \_\_\_\_\_

Filter \_\_\_\_\_

Expansion Tank \_\_\_\_\_ Gas Shut Off \_\_\_\_\_

Pressure Relief Size / Condition \_\_\_\_\_

Backflow Preventer \_\_\_\_\_

Additional Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_