Southfield Point-of-Sale Inspections

Ordinance #1835 | Quick guide for GMAR members | Updated Nov. 10, 2026

What it is

On April 20, 2026, Southfield City Council approved Ordinance #1835, which requires a **point-of-sale inspection on all residential homes**. The home needs a **Certificate of Occupancy (C of O)** before a buyer occupies it. Inspections are run by the Department of Building & Safety Engineering, (248) 796-4100.

How it works

1. **Apply.** Property owner (seller) completes the Point of Sale/Occupancy application, then applies for a Point of Sale permit on the city's BS&A website.
2. **Pay.** The city emails a payment link. The fee **must** be paid in full **before** the inspection.
3. **Inspect.** A City of Southfield staff member will contact the seller after payment to schedule an inspection within 14 days (9:30–12:30 or 12:30–3:30). Someone must be at the home the whole time.
4. **Fix and reinspect.** The seller corrects the listed violations and calls to book a reinspection (one is included for sellers).
5. **C of O issued** once everything passes. Life-safety issues must be corrected before occupancy.

Cost: $190, due before the inspection

$40 application + $50 Certificate of Occupancy + $100 building inspection (includes one reinspection). A $35 fee applies to any returned check.

If the inspection finds violations

	Seller fixes	Buyer assumes repairs
Process	Seller corrects items and passes reinspection	Seller and buyer sign the Affidavit to Assume Resale Violations before closing
Deadline	Before the C of O is issued	30 days after closing; call the assigned inspector to request an extension
Requires	Nothing further noted	Notary or city witness; a performance bond (amount depends on the repairs)
Occupancy	After the C of O is issued	Affidavit says none until violations are corrected and reinspected

Agent tips

- Order the inspection **as soon as the home is listed or under contract**; scheduling can take up to 14 days.
- Add a contract addendum on who pays, who repairs, and who posts the bond if the buyer assumes repairs.
- The packet includes a furnace/boiler certification; the contractor must be licensed and registered with the city.

Confirm with the city before advising clients

- How the performance bond is set, when it is due, and how it is released.
- Whether buyers can occupy during the 30-day repair window, given the affidavit's no-occupancy language.
- Whether the $100 covers building only or each additional trade, and which property types are exempt.

Source: City of Southfield Point of Sale/Occupancy packet. Fees, forms, and procedures may change; verify with the Building Department.

GMAR | 24725 W. Twelve Mile Rd, #100 | Southfield MI 48034
248-478-1700 | www.gmaronline.com | info@gmaronline.com