

City of Glencoe
201 W. Chastain Boulevard
Glencoe, Alabama 35905
Phone - 256-492-1424 Fax - 256-494-1339



Attn: Property Owners/Manager

RE: CERTIFICATE OF OCCUPANCY REQUIREMENTS FOR RESIDENTIAL RENTAL UNITS

On Sept. 8, 2009 The City of Glencoe Council adopted an ordinance requiring inspections and the issuance of a Certificate of Occupancy prior to any residential rental dwelling being occupied. The ordinance applies to **ALL** rental dwelling units vacant on or after **NOV 1, 2009**. It is the responsibility of the owner or the manager of the residence to schedule **ALL** inspections. The inspection should take no more than thirty (30) minutes. Once the inspection is complete, and the dwelling is APPROVED for occupancy, a Certificate of Occupancy will be issued by the building department for that dwelling unit. The Certificate of Occupancy is valid for twelve (12) months from the date of issue, or is valid until the dwelling becomes vacant following the expiration date. A dwelling unit may be occupied more than once during the initial twelve (12) months period without the need for another inspection.

If your property is currently being inspected by an approved inspection agency, you/owner will be issued a Certificate of Occupancy for each unit approved by a qualified inspector. Documentation **MUST** be provided to the Building department for EACH inspection agency and for each dwelling unit approved by such approved agency. It shall be unlawful to lease or occupy ANY dwelling unit after Nov 1, 2009. until a Certificate of Occupancy has been issued.

Cost for the inspections is as follows:

\$50.00 for initial inspection, which includes one follow-up for any corrections needed prior to Certificate of Occupancy being issued.

\$15.00 for each re-inspection following initial inspection and follow-up inspections.

\$10.00 for each Certificate of Occupancy issued based on approval by an outside inspection agency.

If you have any questions regarding the rental ordinance, please feel free to call the Building Department at 256-492-1424 ext 113
(If you do not own, or no longer own rental property in Glencoe, disregard this notice.)

Walter Burns
Code official
City of Glencoe