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## PROCEDURES FOR FILING A PRE-COMPLIANCE REVIEW OF AN INSPECTION

To properly file a pre-compliance review of an inspection to be conducted by the City of Detroit **Buildings, Safety Engineering, and Environmental Department (BSEED)** or **Health Department** to the **Department of Appeals and Hearings (DAH)**, you must file the proper documentation and pay the applicable filing fee. If you are not certain as to the proper filing and appellate procedures, it may be to your advantage to **consult an attorney** for assistance. **The DAH does not provide legal assistance.**

To initiate a pre-compliance review of an inspection to the DAH, the following actions must be taken:

1. **Notice of Pre-Inspection Rights:** the inspector shall provide a Notice of Pre-Inspection Rights to a property owner who refuses to allow an inspection;
2. **Time Requirements:** a request for pre-compliance review must be filed *within 14 days* after the date of posting and/or mailing of the notice of pre-inspection rights, whichever is later;
3. **Claim of Appeal:** complete the *Pre-Compliance Review Claim of Appeal* form, which is a fillable form available on the [DAH website](#);
4. **File via Email:** within *14 days* of the date of receiving the Notice Pre-Inspection Rights, file the Claim of Appeal form and a copy of the Notice of Pre-Inspection Rights with the DAH via email: [dahappeal@detroitmi.gov](mailto:dahappeal@detroitmi.gov). **Include the following in**

**the “subject” line of the filing email: Pre-Compliance Review/Case No. (if any); and**

5. **Pay Filing Fee:** a filing fee of \$25 must be paid to theDAH.

Payment instructions shall be sent via email after forms are filed.

**Post-Filing Action by the DAH**

If the request for pre-compliance review is filed timely with the required forms and filing fee, the department will be required to provide the hearing officer with a written explanation regarding the inspection. The hearing officer shall review all the documents within 10 days of receiving the written explanation from the department, and shall issue a written determination as to whether the inspection can proceed, the approved scope of the inspection, areas to be inspected, and any other restrictions regarding how the inspection may be conducted.

If the request for pre-compliance review is not filed timely, or the forms and filing fee are not received, then a notice will be sent that the request is rejected.