



## Rental Inspection Checklist

*This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2012 edition may be referenced if other violations are found.*

**Please ensure compliance with the entire checklist PRIOR to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.**

1. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. *Exceptions: LP-gas cooking devices having LP-gas container with a water capacity not greater than 1 pound (0.454 kg) LP-gas capacity. (IFC 308.1.4)*
2. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum 36" clearance on all sides of fuel fired appliances to storage of combustibles. (IFC 315.3)
3. Fire Safety Plans shall be posted on each floor level of the structure adjacent to the main egress travel path and shall include the following information: (IFC 404)
  - a. The procedure for reporting a fire or other emergency. (*ie: Call 911, there is a fire at 123 Main St. or there is a medical emergency at 123 Main St.*)
  - b. Current address and location of occupancy.
  - c. Floor Plans identifying the locations of the following:
    - i. Exits
    - ii. Primary evacuation routes
    - iii. Secondary evacuation routes
    - iv. Portable fire extinguishers
  - d. Identification and assignment of personnel responsible for emergency contact and maintenance of systems. (Local representative)
4. Address must be installed so it is visible from the road fronting property with 4" minimum letters and numbers. (*Green Reflective 911 Address Signs mounted at road fronting property and visible from both directions of travel are recommended.*) (IFC 505.1)
5. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)
6. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)
7. Electrical Panels require a minimum 30" clear working space provided in front of the panel. No storage of any materials shall be within the 30" clear designated space. (IFC 605.3)



# SAUGATUCK TOWNSHIP FIRE DISTRICT



8. Extension cords shall not be a substitute for permanent wiring. Ensure there are NO extension cords within the occupancy. (*Approved UL listed surge protectors may be utilized*) (IFC 605.5)
9. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)
10. Portable Fire Extinguishers of a 2A10BC minimum rating must be installed and mounted on an approved hanger within the egress path on each level of the structure. (IFC 906)
11. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)
12. Smoke Alarms are required to be installed in every sleeping room and outside of every sleeping room, in all mechanical rooms, and in every room in the path of the means of egress. In addition, there must be a smoke alarm on each level of the structure including basements. Interconnected smoke alarms may be required. (IFC 907.2)
13. Carbon Monoxide alarms shall be installed on each level of the structure. They shall be installed outside of the sleeping areas where sleeping occurs. (Carbon Monoxide alarms are not required if the home contains NO fuel fired appliances and utilizes only electric heat and cooking devices.) (IFC 1103.9)
14. Minimum dimensions of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening shall not be more than 44" measured from the floor. Non-compliant windows shall be replaced or rooms will not be utilized for sleeping. (IFC 1029)
15. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1030.2)
16. Basements shall be free of flammable liquid storage. (ie: solvent, thinners, oil paints, gasoline, propane, etc.) (IFC 5704)

By signing below, I acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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3461 BLUE STAR HIGHWAY  
P.O. BOX 100  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

## RENTAL DWELLING PERMIT APPLICATION

This application becomes a permit upon signed approval of the Township Zoning Administrator and requires an approved Fire Safety Inspection of the Saugatuck Township Fire District. Upon approved final inspection of the Fire District the permit shall be valid for a period of 3 years subject to conditions of non-compliance of Chapter 8, Article V “Single And Two Family Rental Dwelling, Property Registration And Safety Ordinance” of the Saugatuck Township Code of Consolidated Ordinances.

**SCHEDULE ALL INSPECTIONS WITH THE SAUGATUCK TOWNSHIP FIRE DISTRICT CONTACT PHONE: (269) 857-3000; FAX (269) 857-1228; 3342 BLUE STAR HIGHWAY, SAUGATUCK, MI 49453; E-MAIL: [inspections@saugatuckfire.org](mailto:inspections@saugatuckfire.org)**

Rental Dwelling Address: \_\_\_\_\_

Designated Agent: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: : \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel No: 0320- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Designated Agent E-Mail: \_\_\_\_\_

Owner E-Mail: \_\_\_\_\_

Permit No: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ (\$250 includes 1 Fire Safety Inspection)  
(\$60 per re-inspection as needed)

\_\_\_\_\_ Number of Occupants. If proposed occupancy exceeds 12 individuals, approval by Saugatuck Township Fire District as well as Saugatuck Township Zoning Administrator is required. \_\_\_\_\_ Number of Bedrooms. \_\_\_\_\_ Attached Parking Site Plan



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Re-inspections are billed to the applicant. If inspections cannot be completed upon request of the applicant because: 1. Building Locked 2. Violation of Code 3. Work Not Completed; then additional fees are billed to the applicant.

## TO BE COMPLETED BY APPLICANT

I hereby certify that I am authorized as the Designated Agent to complete this application and I understand and conform to applicable laws of the Saugatuck Township Code of Ordinances as amended and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Owner or Designated Agent's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## TO BE COMPLETED BY TOWNSHIP ZONING ADMINISTRATOR

Chapter 8, Article V "Single And Two Family Rental Dwelling, Property Registration And Safety Ordinance" of the Saugatuck Township Code of Consolidated Ordinances shall be provided with this application. Upon the authorized receipt of all fees and final approval of Fire Safety Inspection(s) this application shall be considered a Rental Dwelling Permit and hereby granted to the above applicant.

\_\_\_\_\_  
Steve Kushion  
Zoning Administrator-Planner

\_\_\_\_\_  
Date



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## FOR USE BY SAUGATUCK TOWNSHIP FIRE DISTRICT

Application Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fire Dept. Notified \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fire Dept. Approval Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reg. Cert. Issued \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## FREQUENTLY ASKED QUESTIONS

Saugatuck Township  
Single And Two Family Rental Dwelling  
Property Registration And Safety Ordinance

**Q: What is the purpose of this ordinance?**

A: The ordinance is intended to ensure that homes that are intended to be rented to public meet the requirements of the International Fire Code based on inspection of the Saugatuck Township Fire District.

**Q: When is the ordinance effective?**

A: The Single And Two Family Rental Dwelling Property Registration And Safety Ordinance was approved by the Saugatuck Township Board January 6, 2016 and took effect 30 days after publication in the Township's newspaper of record.

**Q: What types of properties are effected by the ordinance**

A: The ordinance applies to all single family or two family dwellings located in Saugatuck Township and to all persons owning or exercising control over such buildings or premises which in total or in part that are rented or leased. Unless excluded under Section 8-104 of the Ordinance, occupancy of a single family or two family dwelling by any person other than the owner of record, shall be presumed to require registration of the dwelling as rental property. Such presumption may be rebutted if the occupant has ownership equity of 25 percent or more of the fee or life estate. An occupant claiming ownership may be required to provide proof that a transfer of ownership is supported by a substantial equity



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interest in the property.

**Q: How to Register a Rental Dwelling with Saugatuck Township?**

**A:** The steps for Registration of a Rental Dwelling Unit are included on the application of registration as follows:

1. Complete application for Registration of Rental Dwelling Unit and file with Saugatuck Township.
2. Upon registration the owner or owner's agent is required to obtain a Rental Dwelling Permit contingent upon approval of Fire Safety Inspection to be performed by the Saugatuck Township Fire District.
3. Rental Dwelling Permit Applicants are responsible for all permit fees pursuant to final approval of Fire Safety Inspection(s).
4. Saugatuck Township Fire District and Applicant shall arrange for a mutual beneficial date and time to perform a Fire Safety Inspection of premises. An inspection checklist and answers to "Frequently Asked Questions" are included with all Rental Dwelling Permit Applications.
5. Rental Dwelling Permits shall be finalized upon receipt of all applicable permit fees and certification of approval of Fire Safety Inspection from the Saugatuck Township Fire District.
6. Applicants may contact the Saugatuck Township Fire District to report any changes in conditions of inspection that may affect final approval or denial of Fire Safety Inspection(s).

**Q: What about a registration fee refund?**

**A:** Maybe. Permit fees are non-refundable should inspection and/or re-inspection of the Saugatuck Township Fire District take place of a property in Saugatuck Township. Contact the Saugatuck Township Office to rescind any Rental Dwelling Permit or make a request for refund of a Rental Permit Fee.

Rental Dwelling property owners or their agents are required to pay a fee for rental dwelling inspection and/or re-inspection performed as a result of any violation. Fees shall be paid at the time of registration and application at the Saugatuck Township Office.

**Q: What about a transfer of Property?**

**A:** Occupancy by a prior owner after the sale of a dwelling under a rental agreement for a period of less than 91 days following closing. Rental property registration is required if legal or equitable ownership is not transferred in its entirety within 90 days of execution of the conditional sales agreement.

**Q: What are the penalties and/or fines for non-compliance or non-registration or valid permit for a Rental Dwelling?**



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A: Failure to comply with requirements of the Single And Two Family Rental Dwelling Property Registration And Safety Ordinance is a violation of the Township Code of Ordinances, and any person failing to comply is subject to a municipal civil infraction. Any person found responsible or admits responsibility for municipal civil infraction shall be subject to a civil fine for the first infraction and increasing penalties for additional infractions as established by the Code of Ordinances, of the Township of Saugatuck.

**Q: Do Condominiums apply?**

A: Yes. Condominiums that are intended to be rented are subject to terms of the Single And Two Family Rental Dwelling Property Registration And Safety Ordinance. Please be aware that condominium association bylaws may also apply to owner's use of property.

**Q: What information should I provide to renters of property?**

A: It is recommended that all agents remind their renters either verbally or in written form that they be respectful of the neighboring properties. Topics to make your renters aware are: designated parking spaces for the rental dwelling upon property, garage and trash collection information, the use of fireworks and outdoor noise.

**Q: Is the display of registration or permit required?**

A: The display of a Rental Dwelling Permit and/or Registration of a Rental Dwelling is not a requirement of the Single And Two Family Rental Dwelling Property Registration And Safety Ordinance. Accurate and up-to-date status of all Rental Dwelling Registrations and Permits are kept file at the Saugatuck Township Office.

**Q: Who should I contact for information regarding Rental Dwelling Registration or Rental Dwelling Permits in Saugatuck Township?**

A: Saugatuck Township Office at 3461 Blue Star Highway, MI 49453; Phone: (269) 857-7721; Fax (269) 857-4542; [www.saugatucktownship.org](http://www.saugatucktownship.org)

ARTICLE V. - SINGLE- AND TWO-FAMILY RENTAL DWELLINGS, PROPERTY REGISTRATION AND SAFETY<sup>41</sup>

Footnotes:

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**Editor's note**— Ord. No. 2016-01, § 1, adopted Jan. 6, 2016, amended art. V in its entirety to read as herein set out. The former art. V, §§ 8-100—8-113, pertained to similar subject matter, and derived from Ord. No. 2014-02, § 1, adopted Nov. 5, 2014.

Sec. 8-100. - Findings and purpose.

- (a) *Findings.* The township board finds that dwellings and dwelling units that are leased or rented to the public, when improperly maintained, in terms of their structures, equipment, use or occupancy, may adversely affect the public health, safety and general welfare. The township board establishes these regulations to correct and prevent unsafe conditions that may exist within properties not originally intended or constructed for non-owner occupancy, to establish mechanisms for the continued safety of single- and two-family rental housing within the township, and to promote the public health, safety and general welfare of its citizens.
- (b) *Purpose.* This article is intended to protect and promote the health, safety and welfare of all the citizens of the township by requiring the registration and permitting of single- and two-family rental dwellings in the township along with proper fire safety facilities and equipment. Rental dwelling registration, when combined with periodic inspections of certain habitable area and exterior accessibility aspects of the property, will aid in the enforcement of the minimum standards for safety from fire and accidents.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-101. - Authority.

This article is adopted under the township's general regulatory authority to adopt ordinances for the protection of the health, safety and welfare of its inhabitants under the Township Ordinances Act, MCL 41.181 et seq.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-102. - Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Bedroom* means room which is intended, arranged, and designed to be occupied by one or more persons primarily for sleeping purposes, as determined by the zoning administrator. A bedroom must be not less than 70 square feet and not less than seven feet in any dimension.

*Designated agent* means an individual designated to perform obligations under this article and to serve as contact person for the township for issues relating to a rental property. The designated agent must live or maintain a physical place of business within 45 miles of the rental unit.



*Dwelling, single-family* means a detached building or structure, including a mobile home, containing one dwelling unit, designed for the use and occupancy of one family only and containing housekeeping facilities.

*Dwelling, two-family (duplex)* means a detached building or structure containing two dwelling units, designed for the use and occupancy of one family in each unit with each unit containing housekeeping facilities.

*Dwelling unit* means one or more rooms designed for use or occupancy by one family for living and sleeping purposes with housekeeping facilities.

*Maximum occupancy load* means the maximum number of allowable occupants for a rental property, as established in subsection 8-107(d).

*Occupant* means an individual living in, sleeping in, or otherwise having possession of a space.

*Owner* means any individual or other person holding legal or equitable title to a property or to real improvements upon a property solely, jointly, by the entireties, in common, or as a land contract vendee or title to a mobile home or house trailer.

*Premises* means the land and the improvements on it, such as a building, store, shop, apartment, or other designated structure.

*Property* means land, firmly attached structures and integrated equipment (such as light fixtures or a well pump), and anything growing on the land.

*Rental dwelling* means any dwelling, including a single-family home, two-family home, or mobile home, containing a rental unit.

*Rental property* means all types of rental dwellings and units.

*Rental unit* means a particular living quarters within a dwelling intended for occupancy by a person other than the owner and the family of the owner, including mobile homes, single-family homes, apartments, hotel/motel units, and rooming units.

*Short-term rental* means the rental of any rental unit for a term of less than 28 days, but does not include the use of campgrounds, hotel rooms, transitional housing operated by a nonprofit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance-abuse rehabilitation clinic, mental health facility, or other healthcare related clinic.

*Violation notice* means a writ issued by the township zoning administrator, advising an owner, or his agent, of a violation of this article. Violation notices shall list all infractions and corrective measures necessary to comply with this article and a period within which corrections must be completed.

(Ord. No. 2016-01, § 1, 1-6-2016)

#### Sec. 8-103. - Applicability.

This article applies to single-family or two-family dwellings located in the township and to all persons owning or exercising control over such buildings or premises which in total or in part, are rented or leased. Unless excluded under section 8-104 of this article, occupancy of a single-family or two-family dwelling by any person other than the owner of record, shall be presumed to require registration of the dwelling as rental property. Such presumption may be rebutted if the occupant has ownership equity of 25 percent or more of the fee or life estate. An occupant claiming ownership may be required to provide proof that a transfer of ownership is supported by a substantial equity interest in the property.

(Ord. No. 2016-01, § 1, 1-6-2016)

#### Sec. 8-104. - Exceptions and exemptions.

Rental property registration under this article is not required where occupancy of a dwelling unit occurs, under the following circumstances:

- (1) *Family occupancy* . Any member of a family (and that family member's guests) may occupy a dwelling as long as any other member of that family is the owner of the dwelling or dwelling unit. Family occupancy also exempts guest houses or similarly separate dwelling units located on the same premises as the owner's domicile, when occupied by family guests, exchange students, visiting clergy, medical caregivers, and child care givers, without remuneration to the owner.
- (2) *House-sitting* . During the temporary absence of the owner and owner's family the owner may permit non-owner occupancy of the premises, without remuneration, without a rental dwelling property registration.
- (3) *Dwelling sales* . Occupancy by a prior owner after the sale of a dwelling under a rental agreement for a period of less than 91 days following closing. Rental property registration is required if legal or equitable ownership is not transferred in its entirety within 90 days of execution of the conditional sales agreement.
- (4) *Estate representative* . Occupancy by a personal representative, trustee, or guardian of the estate and his family, with or without remuneration. The estate shall notify the township of the owner's name, date of death, and name of the person occupying the premises.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-105. - Registration and permitting required; prohibition.

Each single-family and two-family rental dwelling and each rental unit within such dwelling, shall be registered with, and permitted by the township. An owner of any single-family or two-family dwelling located within the township shall not rent a dwelling, or a dwelling unit, to another unless the dwelling or dwelling unit, has been registered and permitted in accordance with the requirements of this article.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-106. - Application for rental dwelling property registration and permit.

- (a) *Responsibility*. It shall be the responsibility of the owners of rental property to apply for registration through the submission of a rental dwelling property registration and permit application. The application shall be on a form prepared and supplied by the township.
- (b) *Application*. To register a rental unit, the owner or designated agent shall:
  - (1) Truthfully provide and certify as true the following on a form provided by the township:
    - a. Name, address, and telephone numbers of the owner and any agent for the owner.
    - b. The street address of the rental unit, along with other identification if more than one rental unit has the same street address.
    - c. The number of rental units in the building, if more than one.
    - d. The number of bedrooms in each rental unit, and the intended number of occupants in each rental unit.
    - e. For short-term rentals, a parking site plan as described in subsection 8-108(b).
    - f. An affidavit and agreement, signed by the property owner, permitting inspections of the subject property by officials of the township.
    - g. Such other information as the township requests.
  - (2) Pay an administrative fee, as set by resolution of the township board.

- (c) *Acceptance of completed application.* An application is not considered accepted by the township until the township zoning administrator schedules the inspection of the premises and delivers to the owner a written acknowledgement of a completed application.
- (d) *Provisional rental dwelling property registration and permit.* The written acknowledgement of a completed application shall serve as the issuance of provisional rental property registration and permit. The provisional permit shall indicate the maximum occupancy load of the rental unit.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-107. - Inspections, issuance of final registration and permit.

Final approval of the application and permit is contingent upon a fire safety inspection and compliance with the township fire code. Subsequent to the filing and acceptance of a completed registration application, the rental property shall be inspected by the township fire code official.

- (1) *Rental property registration inspections.* Within 60 days following the acceptance of an application for rental dwelling registration and permit, the provisional rental dwelling shall have an inspection for compliance with the requirements of the township's fire safety standards.
- (2) *Governing fire safety standards.* The provisions of the International Fire Code as amended, hereinafter referred to as the "fire code", as adopted by the township and included by reference in chapter 16, article II of the Code, shall govern the minimum conditions and standards for fire safety relating to the structures and the exterior premises of rental dwellings regulated under this article, including the fire safety facilities and equipment to be provided.
- (3) *Approval.* Upon a finding of compliance with the fire safety standards of the township, by the township fire code official, the rental property registration and permit shall be declared approved and a final rental property permit for the rental property shall be issued to the owner by the zoning administrator. The date of issuance shall be assigned by the zoning administrator and shall be affixed to the permit and the permit shall be posted near the main entrance.
- (4) *Maximum occupancy load as condition of permit.* Except as otherwise provided in this section, the maximum occupancy load shall be two persons per bedroom, plus two additional persons per finished level with means of emergency egress (e.g. a functional window), up to a total of 12 persons. Applicants who wish to request a maximum occupancy load of more than 12 persons, or more than two persons per bedroom, must do so on the application form. The zoning administrator and fire code official may approve such requests upon determining that the proper safety features are met, may require some or all of the following:
  - a. Provides one bedroom for every two requested occupants.
  - b. Has a parking site plan allowing sufficient access for emergency vehicles.
  - c. Automatic sprinkler systems.
  - d. Fire alarm systems.
  - e. Interconnected smoke alarm systems.
  - f. Fire rated corridors.
  - g. Fire rated stairwell enclosures.
  - h. Sleeping rooms with automatic door closers.
  - i. A sufficient number of emergency exits, suitably placed in relation to the designated bedrooms.
- (5) *Changes in registration information .* During the approved permit period, the owner or his registered agent shall provide written notification to the township of any change in the information required under section 8-106.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-108. - Short-term rental regulations.

In recognition of the unique difficulties presented by short-term rentals, the township adopts the following regulations:

- (1) *Designation of local agent.* If the owner of a short-term rental unit does not qualify as a local agent, the owner shall designate a local agent and authorize the agent in writing to act as the owner's agent for any acts required of the owner or the owner's agent under this article.
- (2) *Parking site plan.* Applicants seeking a short-term rental permit must submit a parking site plan depicting or describing the available off-street parking. The plan must provide adequate access for emergency vehicles, as determined by the fire chief.
- (3) *Off-street parking.* Occupants in a short-term rental unit shall not park in a parking space on a public street within one mile of the rental unit. Occupants shall be informed of, and shall acknowledge in writing, the number of off-street parking spaces provided for the rental unit prior to leasing such unit.
- (4) *Waste disposal.* Occupants shall not leave trash or refuse within public view, except in proper containers for the purpose of collection by the collectors between the hours of 5:00 a.m. and 9:00 p.m. on scheduled waste collection days.
- (5) *Local agent's duty to remedy.* For any violation of this article, the township may (in addition to other remedies) notify the designated agent for the rental unit by telephone. The designated agent shall be deemed to have received notice upon receipt of a voicemail message. Upon receiving notice, the local agent shall ensure that the violation of this section is remedied within five hours. Failure to remedy the violation within five hours shall constitute a violation by the local agent.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-109. - Expiration, renewal, voidance by change of use or structural change.

- (a) *Expiration.* A final rental property registration and permit issued under this article shall be valid for a period of three years (36 months) from the date of issuance, as affixed to the final permit.
- (b) *Renewal.* Rental property permits shall be renewed at least 30 days before the expiration date assigned by the township, or within 30 days of sale or transfer of ownership of a property, following the same requirements set forth in section 8-106 and section 8-107 of this article.
  - (1) *Renewal registration requirements.* An application for the renewal shall contain the same information as an initial application. If there have been no changes from the previous registration and permit form, the information previously submitted may be incorporated by reference.
- (c) *Changes in use or structure.* Any change in the use or structure of a dwelling that results in noncompliance with the standards of the township fire code or building code, as determined by the township zoning administrator and/or township fire code official, or building code official, shall void the rental property permit.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-110. - Fire code violations, notices and inspections.

- (a) *Violations not imminently dangerous.* If upon inspection by the township fire code official, a violation of the fire code is discovered, but the violation is deemed by the fire code official not to be imminently dangerous to life or limb, a violation notice shall be issued. The notice shall be in writing, and shall

include the street address of the rental dwelling or rental unit in question, a statement of the violation or violations and why the notice is being issued. The notice shall also include a correction order allowing a reasonable time to make the repairs and improvements needed to bring the rental dwelling or rental dwelling premises into compliance. The notice shall be delivered personally or sent by certified or first-class mail addressed to the owner or designated agent at the address indicated on the accepted rental property registration application form.

- (1) *Re-inspection and fees.* Re-inspection of a property shall occur on the date specified on the violation notice, or sooner if requested by the owner and township scheduling permits such inspection. A fee, as published in the schedule of fees, shall be charged for each re-inspection. A re-inspection may be waived as determined by the fire code official if the owner or designated agent has provided written notification and supporting documentation to the township that all corrections have been made within the specified time period.
  - (2) *Schedules.* Time schedules for the correction of violations shall be reasonable as determined by the township fire code official.
  - (3) *New violation notice.* If a violation is not corrected upon the expiration of the allowed time, as identified in the violation notice, but a good faith effort has been made to correct the violation, the zoning administrator or fire code official may provide a revised compliance date. If new violations are found at the same premises, a new notice shall be issued with an appropriate date before which corrections must be completed.
- (b) *Violations that threaten life, limb, or property.* If upon inspection of the rental property the fire code official determines that a violation is of such a serious nature so as to immediately threaten the life, limb, health, property, safety or welfare of the public or the occupants thereof, the fire code official may inform the township official and may recommend that the structure be further investigated for possible declaration as a "dangerous building" under article III, chapter 8 of the Code. If so declared, notice of the violation shall proceed in accordance with section 8-58 of article III, chapter 8, of the Code.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-111. - Fees.

Rental dwelling property owners shall be required to pay a fee for initial rental dwelling property registration, the initial inspection, re-registration and for any re-inspection performed as a result of any violation. Fees shall be paid at the time of registration, inspection, re-registration or re-inspection, as applicable. Such fees shall be established by the township board and included in the township consolidated fee resolution as amended.

(Ord. No. 2016-01, § 1, 1-6-2016)

Sec. 8-112. - Violations and penalties.

- (a) *Municipal civil infraction.* Any person failing to comply with any of the provisions of this article is responsible for a municipal civil infraction. Any person who is found responsible or admits responsibility for a municipal civil infraction shall be subject to a civil fine of not more than \$100.00 for the first infraction and increasing penalties for additional infractions as established by this Code.
- (b) *Initial suspension of rental permit.* Upon a determination by the zoning administrator that the owner or local agent of a rental unit have (individually or in combination) committed a total of three or more unresolved violations of this article relating to the unit within the last three years, the zoning administrator shall issue a notice of rental permit suspension to the owner, with a copy to any local agent. The notice shall notify the owner that a hearing may be requested to show cause why the permit for the rental unit should not be suspended. If, within 14 days of service of the notice, a hearing is requested, the township shall schedule a hearing before the township board and notify the owner in

writing of a time and place for that hearing. At the hearing, the owner or owner's representative shall have the opportunity to show cause why the township should not suspend the permit.

- (c) *Subsequent suspensions.* After a rental permit has been suspended for a given unit, any additional violation committed within the two years of the expiration of the last suspension is grounds for an additional suspension. Notice and an opportunity for hearing on a subsequent suspension shall be provided in the same manner as provided in subsection (b).
- (d) *Length and timing of suspensions.* Suspensions shall generally be effective immediately upon the final administrative determination of the township pursuant to subsection (b). However, the zoning administrator shall have discretion to defer the suspension as appropriate to reasonably protect the interests of any occupant residing in the rental unit. Suspensions shall be for the following periods:
  - (1) First suspension—Three months.
  - (2) Second suspension—Six months.
  - (3) Third suspension—Permanent.

(Ord. No. 2016-01, § 1, 1-6-2016)