3461 BLUE STAR HIGHWAY
P.O. BOX 100
SAUGATUCK, MI 49453
PHONE (269) 857-7721
www.SaugatuckTownship.org

RENTAL APPLICATION

The Rental Registration Process

1. Complete this Registration Application (one application and one fee for each unit)
2. Submit this application with the registration fee $350 to Saugatuck Township (Certification is valid for 3 years.)
3. The Saugatuck Township Fire District will be notified and will contact the responsible party to schedule an inspection
4. The Fire Department will notify the Township when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, Saugatuck Township will send the owner or agent a Rental Certificate. **Rental Certificate MUST be posted on the main level next to the emergency evacuation instructions and floor plan.**

Rental Address: _____ **Parcel Number: 0320-** _ _ _ - _ _ _ - _ _

FOR OFFICE USE ONLY

TWP Permit #	STFD Inspection	MAX Occupancy	Saugatuck Township FD Approval

PROPERTY OWNER'S INFORMATION

Name: _____

Address: _____ **City & State:** _____ **Zip:** _____

Email: _____ **Phone:** _____

I hereby authorize that the agent as listed below is authorized to make this application for rental as my agent and we agree to conform to the all applicable laws and regulations of the Saugatuck Township. I additionally grant Township staff or authorized representatives thereof access to the property to conduct inspections as needed.

Signature: Date:

Rental Agent / Emergency Contact

Please Note: Saugatuck Township requires all rental properties to have a designated agent or emergency contact that is located within 45 miles of the township when the unit is being rented. **Must list someone other than the property owner for emergency contact.** Please Note: Emergency contact will only be used in the event that the property owner and/or rental agent is unreachable.

Agency Name:_____ Contact: _____

Mailing Address:_____

Email:_____ Phone:_____

Emergency Contact:_____ Phone:_____

(Must be someone other than owner with knowledge of and access to the property.)

Contact & Other Information

Who should be contacted to set up the Fire Department inspection? Owner _____ Agent_____

Per Sec 40-631 dwellings are not permitted in accessory buildings. Initial here to confirm this request is for a rental in a principal building. Sec 40-631 _____

How many **off street** parking spaces are available for renters use? _____ # of Bedrooms_____ Sleeps_____

Rental Type: Short Term _____ **Long Term** _____

By signing below I acknowledg
I have read and understand Sau k Township's Rental nance. Click HERE to view the ordinance.

Owner/Agent name (print)_____ Date:_____

Owner/Agent Signature:_____ Date:_____

Rental Inspection Checklist

This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2015 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)

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 1030)

15. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1031)

16. Basements and attached garages 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: _____

RENTAL DWELLING PROCESS

SAUGATUCK TOWNSHIP

Application

- Applicant submits completed application to the Township Offices (available on-line) with fee, parking plan, and signed inspection checklist. Checklist available at: www.saugatuckfire.org/rental-applications.html
- Owner is required to provide data about occupancy, floor plan, parking, and local emergency contact

Zoning Review

- Zoning Administrator reviews application for compliance with zoning requirements
- If any aspect of the application conflicts with zoning, applicant is contacted to revise the application
- If complete, Township forwards application to the Fire District

Fire District Review

- Fire District will contact the owner/agent to schedule the inspection (this can take 3-4 weeks)
- If the inspection passes, the Fire District will send the approval to the Township

Permit Issuance

- If the property fails inspection, the owner/agent will make repairs, and contact the Fire District for a re-inspection, after paying appropriate re-inspection fees to the Township.
- After the Township receives approval from the Fire District, a rental certificate will be issued to the owner/agent.

For on-line forms visit www.saugatucktownship.org, and Click the *Permits & Forms* menu
To view the zoning map and ordinance, visit www.saugatucktownship.org, and click on Departments, Planning & Zoning

CONTACT INFO:

Zoning Administrator
Saugatuck Township
3461 Blue Star Highway
Saugatuck, MI 49453
(269) 857-7721
Lynee Wells, AICP
lwells@saugatucktownship.org
Cell: (616) 648-3534

Building Inspector
Cindy Osman
Office: 269-857-7721 Ext 108C
cosman@saugatucktownship.org

Fire District
Chris Mantels
3342 Blue Star Highway
Saugatuck, MI 49453
(269) 857-3000
inspections@saugatuckfire.org

Electrical Inspector
Gord Bosch
996 College Street
Holland, MI 49423
(616) 396-1448 (ph and fax)

Plumbing and Mechanical
Bob Modreske
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Hopkins, MI 49328
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