



# Saugatuck Township

3461 BLUE STAR HIGHWAY  
P.O. BOX 100  
SAUGATUCK, MI 49453  
PHONE (269) 857-7721  
[www.SaugatuckTownship.org](http://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 at [marens@saugatucktownship.org](mailto:marens@saugatucktownship.org)
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 acknowledge:

I have read and understand Saugatuck Township's Rental Ordinance. [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)



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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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](http://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](http://www.saugatucktownship.org), and Click the *Permits & Forms* menu  
To view the zoning map and ordinance, visit [www.saugatucktownship.org](http://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](mailto:lwells@saugatucktownship.org)  
Cell: (616) 648-3534

Building Inspector  
Cindy Osman  
Office: 269-857-7721 Ext 108C  
[cosman@saugatucktownship.org](mailto:cosman@saugatucktownship.org)

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

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

Plumbing and Mechanical  
Bob Modreske  
2644 15<sup>th</sup> Avenue  
Hopkins, MI 49328  
(616) 477-4940 ph  
(269) 793-7140 fax