

RENTAL DWELLING PROCESS



APPLICATION



- To begin the rental certification process, submit a fully completed **Rental Certificate Application** to the Saugatuck Township Office or by email at info@saugatucktownshipmi.gov.
- Include a **\$500 registration fee**, which covers a three-year certification period.
 - **Note:** A separate application is required for each individual rental unit.
- Your application must be complete and include the following:
 - A **detailed parking plan**
 - A **completed and signed Fire Inspection Checklist** (available at saugatuckfire.org/rental-applications.html)
 - A **scaled floor plan** of the rental unit
 - **Local emergency contact** or **rental agent information**
- Incomplete applications may delay processing and inspection scheduling.

ZONING REVIEW



- The Zoning Administrator will review the application for compliance with the **Saugatuck Township Zoning Ordinance**.
- If revisions are needed, the applicant will be contacted to make necessary changes.
- Once the application is deemed complete, it will be forwarded to the **Saugatuck Township Fire District** to schedule a fire safety inspection.

FIRE DISTRICT REVIEW



- The **Saugatuck Township Fire District** will contact the property owner or agent to schedule the required inspection.
- Please allow **3–4 weeks** for scheduling.
 - If the property passes inspection, the Fire District will send approval directly to the Township.
 - If the property does not pass, the owner must complete the necessary corrections and pay a **\$175 reinspection fee** before rescheduling.

PERMIT ISSUANCE



- Upon receiving Fire District approval, the Township will issue a **Rental Certificate** to the owner or agent.
- The certificate is **valid for three years** from the date of issuance.
- It is the responsibility of the owner to **reapply prior to expiration** to avoid a lapse in certification.
 - **Note:** If the property is sold or changes ownership, the existing Rental Certificate becomes void. The new owner must submit a new application and fee.

POSTING REQUIREMENT



- The Rental Certificate must be **clearly posted** on the **main level** of the dwelling, next to:
 - The **emergency evacuation plan**
 - The **floor plan** of the unit