RENTAL CERTIFICATE APPLICATION

RENTAL REGISTRATION PROCESS

1. **Complete the Rental Certificate Application** – Applicants are responsible for submitting a fully completed application. Every section must be filled out. A separate application is required for each unit.
2. **Submit the Application** – Include the **$550 registration fee (valid for 3 years)** and send it to info@saugatucktownshipmi.gov.
3. **Fire Safety Inspection** – The Township will notify the Saugatuck Township Fire District, which will contact the responsible party to schedule an inspection.
4. **Inspection Approval** – The Fire District will inform the Township once the property meets inspection guidelines (see pages 5-6). If the inspection fails, a reinspection fee will apply for each reinspection.
5. **Receive Rental Certificate** – Upon approval, Saugatuck Township will issue the Rental Certificate to the owner or agent.

Posting Requirement:
Rental Certificates must be posted on the main level next to the emergency evacuation instructions and floor plan.

INCOMPLETE APPLICATIONS WILL BE REJECTED.

FOR OFFICE USE ONLY			
TWP CERTIFICATE	STFD NOTIFIED	MAX OCCUPANCY	STFD APPROVAL

Rental Address: _____

Parcel Number: _____

3461 BLUE STAR HIGHWAY P.O. BOX 100 SAUGATUCK, MI 49453
INFO@SAUGATUCKTOWNSHIPMI.GOV | (269) 857-7721 | WWW.SAUGATUCKTOWNSHIPMI.GOV

APPLICATION UPDATED MAY 2025

Saugatuck Township

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PROPERTY OWNER INFORMATION

Name: _____

Address: _____

_____

City *State* *Zip Code*

Email: _____ **Phone:** _____

I agree to comply with all applicable Saugatuck Township laws and regulations and grant Township staff, Saugatuck Township Fire District staff, and authorized representatives access to the property for necessary inspections. I have read and understand Saugatuck Township's Rental Ordinance.

_____

Property Owner Signature *Date*

RENTAL INFORMATION

Indicate the Rental Type:

☐ SHORT TERM - *LESS THAN 30 DAYS* ☐ LONG TERM - *MORE THAN 30 DAYS*

Type of Rental Dwelling:

☐ *Single Family Dwelling* ☐ *Accessory Dwelling Unit* ☐ *Multi-Family*

Who is the primary contact for questions from the Township? ☐ **Owner** ☐ **Agent**

Who should be contacted to set up the Fire District inspection? ☐ **Owner** ☐ **Agent**

Provide the following information:

Off-Street Parking Spaces: _____ *Number of Bedrooms:* _____ *Maximum Occupancy:* _____

Off-Street Parking Plan depicting 1 space per bedroom per Zoning Ordinance Sec. 10.40 (see page 4) ☐

In accordance with the Saugatuck Township Ordinance, the property owner must reside in either the principal dwelling or the accessory dwelling unit as their primary, year-round residence. Only one rental certificate is permitted per lot containing both a principal and an accessory dwelling. Please indicate whether this rental certificate applies to the principal dwelling or the accessory dwelling unit:

☐ *Principle Dwelling* ☐ *Accessory Dwelling Unit*

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Please Note: Saugatuck Township requires all rental properties to have a designated agent or emergency contact. **This person must be located within 45 miles of the township when the unit is being rented.** The emergency contact must be someone other than the property owner and shall be knowledgeable of the property and have keys or access to the entire property.
The emergency contact will only be used if the property owner and/or rental agent is unreachable.
When completing the form, indicate whether there is a rental agent or emergency contact, and then fill out the corresponding section accordingly.

☐ **RENTAL AGENT** ☐ **EMERGENCY CONTACT**

RENTAL AGENT INFORMATION

Agency Name: _____

Contact Name: _____

Physical Address: _____

_____
City *State* *Zip Code*

Email: _____ **Phone:** _____

I authorize the agent listed above to submit this rental application on my behalf and agree to comply with all applicable Saugatuck Township laws and regulations.

_____
Property Owner Signature *Date*

_____
Agent Signature *Date*

EMERGENCY CONTACT INFORMATION

Name: _____

Physical Address: _____

_____
City *State* *Zip Code*

Email: _____ **Phone:** _____

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Saugatuck Township

RENTAL CERTIFICATE APPLICATION

PARKING PLAN WORKSHEET

Indicate direction of north within the circle:

Check this box if a survey/site plan is attached: ☐

One space per bedroom, off-street, and maintain accessible for emergency vehicles

See Zoning Ordinance, Chapter 10, Sec. 10.40

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APPLICATION UPDATED MAY 2025

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. Recreational fires shall not be conducted within 25 feet of a structure or combustible material (IFC 307.4.3)

2. 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)*

3. 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)

4. 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)

5. 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)

6. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)

7. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)

8. 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)

9. 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)

10. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)

11. 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)

12. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)

13. 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)

14. 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)

15. 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)

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

17. 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 the property owner 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.

Rental Property Street Address:_____

Property Owner’s Printed Name: _____ Date: _____

Property Owner’s Signature: _____