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## How to Register Your Single Family Home for Short-term Rentals

This information packet is designed to help a property owner register a single-family home for rental on a short-term basis (. This packet includes:

1. *Registration Application*
2. A copy of the *City Single Family Home Short-term Rental Ordinance*
3. *Frequently Asked Questions about the Ordinance and the Registration Process*
4. *Fire Department Inspection Guidelines* including:
  - *Homeowner's Fire Prevention and Life Safety Standards Checklist*
  - Sample Floor Plan Diagram indicating evaluation routes.

### **Overview: Steps in the Registration Process**

1. Complete the *Registration Application*.
2. Submit the *Application* with the registration fee \$45 to Saugatuck City Clerk beginning January 1, 2010. (Certification is valid for a 3 calendar year period.)
3. Fire Department will be informed of your application and will contact you (or your agent) to set-up a mutually convenient time for the inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, City will send owner (or agent) a *Registration Certificate*.

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Revised: September 23, 2009



## Short Term Rental Application

### Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this application with the registration fee (amount to be determined) to Saugatuck City Clerk. (Certification is valid for a 3 calendar year period.)
3. Fire Department will be informed of your application and will contact you (or your agent) to set-up a mutually convenient time for the inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, City will send owner (or agent) a Registration Certificate.

### LOCATION INFORMATION

APPLICATION NUMBER \_\_\_\_ - \_\_\_\_

Property Address \_\_\_\_\_ Parcel Number \_\_\_\_\_

### PROPERTY OWNER'S INFORMATION

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_

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

E-Mail \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

### RENTAL AGENCY INFORMATION (IF APPLICABLE)

Agency Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address / PO Box \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

### CONTACT AND OTHER INFORMATION

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

Who is the primary contact for questions from the City? Owner  Rental Agent

How many off-street parking spaces are available for renters? \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PROPERTY OWNER'S CERTIFICATION AND AGREEMENT

*I have read and understand the City of Saugatuck's Single Home Short-Term Rental Ordinance*

Property Owner's Name (Please Print) \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

<b>For Use</b>	Application	Fire Dist.	Fire Dist.	Certificate
<b>By City:</b>	Received ___/___/___	Notified ___/___/___	Approved ___/___/___	Issued: ___/___/___

**CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN**

**ORDINANCE NO. 090824-1**

Councilmember Hess, supported by Councilmember Spangler, moved the adoption of the following ordinance:

**AN ORDINANCE TO AMEND PROVISIONS OF CHAPTER 154, SECTIONS 154.005, 154.022, 154.024-.026, 154.030-.033, 154.035-.042, AND 154.140-.141 OF THE CITY CODE OF THE CITY OF SAUGATUCK (ZONING ORDINANCE), AS AMENDED, REGARDING SHORT-TERM RENTAL UNITS AND RELATED MATTERS**

THE CITY OF SAUGATUCK ORDAINS:

**Article 1. Amendment to Add Two New and Additional General – Definitions to Section 154.005.** § 154.005 (entitled “Definitions”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to add the following definitions:

***RENTAL OCCUPANCY CERTIFICATE.*** A certificate from the City of Saugatuck authorizing a property owner to use a dwelling unit as a short-term rental unit.

***SHORT-TERM RENTAL UNIT.*** A dwelling unit which is rented to a person for less than 31 consecutive days, or is advertised to be rented for any period less than 31 days.

**Article 2. Amendment to Add a New and Additional Subsection (V) to §154.022.** A new and additional subsection (V) is hereby added to §154.022 (entitled “General Regulations”) of the City Code (Saugatuck Zoning Ordinance), as amended, as follows:

(V) *Short-Term Rental Unit:* A short-term rental unit, as defined in 154.005 of this ordinance, is permitted in certain zoning districts. A short-term rental unit shall meet all of the following criteria and requirements:

- (1) The owner of the dwelling shall register the short-term rental unit with the City of Saugatuck Zoning Administrator. The owner of the dwelling shall be responsible for obtaining a rental occupancy permit. No short-term rental shall occur without a valid rental occupancy permit.
- (2) The short-term rental unit shall meet all applicable building, health, fire, and related safety codes at all times and shall be inspected by the fire department before any rental occupancy certificate can be issued.

- (3) Signs shall be subject to the applicable provisions of Section 154.141 of this Ordinance.
- (4) The use of outdoor yard areas, open decks, pools and the like shall not result in the production of excessive off-site noise, odor and other external disturbances.
- (5) A group of people not defined as a family are permitted to rent a short-term rental unit.
- (6) In no event shall the owner of the short-term rental unit or their agent rent an individual room in the short-term rental unit to a person, family, or other group of persons, nor shall the renter so sublet any room.
- (7) Any finding of responsibility or conviction for a violation of the City of Code of Ordinances involving a rental unit shall result in the rental occupancy certificate being revoked by the City Zoning Administrator (or such other City official as may be designated by the City Council). Any such revocation of a rental occupancy certificate may be appealed to the City Council for good cause so long as a written appeal is filed with the City within 20 days of the date of revocation.
- (8) Any sale or transfer of the property automatically causes any existing rental occupancy certificate to be null and void and the new property owner must apply for a new rental occupancy certificate.

**Article 3. Amendments to Subsection (B) of §154.024.** Subsection (B) of §154.024 (entitled "C-1 City Center Commercial District (CC)") of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

- (B) *Permitted uses:*
- (1) Essential public services;
  - (2) Convenience goods stores;
  - (3) Comparison goods stores;
  - (4) Domestic and business repairs;
  - (5) Domestic and business services;
  - (6) Personal service establishment;
  - (7) Antique shop;
  - (8) Art gallery;

- (9) Specialty gift shop;
- (10) Single-family, 2-family, multiple-family dwelling units on second or third floors;
- (11) Home occupations; and
- (12) Short-term rental unit on second or third floors.

**Article 4. Amendment to Subsection (B) of §154.025.** Subsection (B) of §154.025 (entitled “R-4 City Center Residential District (CER)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Dwelling, single-family detached;
- (2) Dwelling, two-family;
- (3) Essential public services;
- (4) Bed and breakfasts;
- (5) Home occupations; and
- (6) Short-term rental unit.

**Article 5. Amendment to Subsection (B) of §154.026.** Subsection (B) of §154.026 (entitled “R-1 Community Residential District (CR)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Dwelling, single-family detached;
- (2) Essential public services;
- (3) Home occupations; and
- (4) Short-term rental unit.

**Article 6. Amendment to Subsection (B) of §154.030.** Subsection (B) of §154.030 (entitled “R-2 Lake Street District (LS)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Dwelling, single-family detached;

- (2) Essential public services;
- (3) Home occupations; and
- (4) Short-term rental unit.

**Article 7. Amendment to Subsection (B) of §154.031.** Subsection (B) of §154.031 (entitled “R-1 Maple Street District (MS)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Dwelling, single family detached;
- (2) Dwelling, two-family;
- (3) Essential public services;
- (4) Home occupations; and
- (5) Short-term rental unit.

**Article 8. Amendment to Subsection (B) of §154.032.** Subsection (B) of §154.032 (entitled “Neighborhood Marine District (NHM)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Dwelling, single-family detached;
- (2) Essential public services;
- (3) Bed and breakfasts;
- (4) Home occupations; and
- (5) Short-term rental unit.

**Article 9. Amendment to Subsection (B) of §154.033.** Subsection (B) of §154.033 (entitled “R-1 Peninsula North (Duneside) District (PN-A)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses.*

- (1) Dwelling, single-family detached;
- (2) Essential public services;
- (3) Home occupations; and

- (4) Short-term rental unit.

**Article 10. Amendment to Subsection (B) of §154.034.** Subsection (B) of §154.034 (entitled “R-1 Peninsula North (Riverside) District (PN-B)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses.*

- (1) Dwelling, single-family detached;
- (2) Essential public services;
- (3) Home occupations; and
- (4) Short-term rental unit.

**Article 11. Amendment to Subsection (B) of §154.035.** Subsection (B) of §154.035 (entitled “R-1 Peninsula South District (PS)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses.*

- (1) Dwelling, single-family detached;
- (2) Essential public services;
- (3) Home occupations; and
- (4) Short-term rental unit.

**Article 12. Amendment to Subsection (B) of §154.036.** Subsection (B) of §154.036 (entitled “R-1 Peninsula West District (PW)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses.*

- (1) Dwelling, single-family detached;
- (2) Essential public services;
- (3) Home occupations; and
- (4) Short-term rental unit.

**Article 13. Amendment to Subsection (B) of §154.037.** Subsection (B) of §154.037 (entitled “C-4 Resort District”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Bed and breakfasts;
- (2) Essential public services; and
- (3) Short-term rental unit.

**Article 14. Amendment to Subsection (B) of §154.038.** Subsection (B) of §154.038 (entitled “C-2 Water Street Commercial District (WS)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Essential public services;
- (2) Bed and breakfasts;
- (3) Convenience goods stores;
- (4) Comparison goods stores;
- (5) Domestic and business repairs;
- (6) Domestic business services;
- (7) Personal service establishments;
- (8) Antique shops;
- (9) Art gallery;
- (10) Eating and drinking establishments;
- (11) Specialty shops;
- (12) Parking facilities;
- (13) Business, professional, non-profit organizations;
- (14) Apartments on second and third floors;
- (15) Home occupations; and
- (16) Short-term rental unit on second and third floors.

**Article 15. Amendment to Subsection (B) of §154.039.** Subsection (B) of §154.039 (entitled “C-2 Water Street East District (WSE)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Essential public services;
- (2) Convenience goods stores;
- (3) Comparison goods stores;
- (4) Domestic business repairs;
- (5) Domestic business service;
- (6) Personal service establishment;
- (7) Antique shop;
- (8) Art gallery;
- (9) Eating and drinking establishment;
- (10) Specialty shop;
- (11) Parking facilities; and
- (12) Second and third floor apartments; and
- (13) Short-term rental unit on second and third floors.

**Article 16. Amendment to Subsection (B) of §154.040.** Subsection (B) of §154.040 (entitled “C-1 Water Street North District (WSN)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Dwelling unit, 2-family;
- (2) Essential public services;
- (3) Convenience goods stores;
- (4) Comparison goods stores;
- (5) Domestic business repairs;
- (6) Domestic business services;
- (7) Personal service establishments;
- (8) Antique shops;

- (9) Art gallery;
- (10) Marinas/commercial boats;
- (11) Second and third floor apartments;
- (12) Charter fishing/tours;
- (13) Parking facilities;
- (14) Home occupations; and
- (15) Short-term rental unit.

**Article 17. Amendment to Subsection (B) of §154.041.** Subsection (B) of §154.041 (entitled “C-1 Water Street South District (WSS)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Essential public services;
- (2) Bed and Breakfasts;
- (3) Convenience goods stores;
- (4) Comparison goods stores;
- (5) Domestic and business repairs;
- (6) Domestic business services;
- (7) Personal service establishments;
- (8) Antique shops;
- (9) Art gallery;
- (10) Eating and drinking establishments;
- (11) Specialty shops;
- (12) Parking facilities;
- (13) Business, professional, non-profit organizations;
- (14) Parks;
- (15) Second and third floor apartments;

- (16) Home occupations; and
- (17) Short-term rental unit on second or third floors.

**Article 18. Amendment to Subsection (B) of §154.042.** Subsection (B) of §154.042 (entitled “R-3 Multi-Family Residential District (MR)”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(B) *Permitted uses:*

- (1) Dwelling, single-family detached;
- (2) Dwelling, 2-family;
- (3) Essential public services;
- (4) Home occupations; and
- (5) Short-term rental unit.

**Article 19. Amendment to Add Two New and Additional Definitions-Signs.** Section 154.140 (entitled “Sign Definitions”) of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to add the following definitions:

**REAL ESTATE SIGN.** A sign advertising the real estate upon which the sign is located as being for sale or lease.

**RENTAL SIGN.** A sign advertising the rental of a dwelling for long or short-term occupancy.

**Article 20. Amendment to Subsection (G)(15) of §154.141.** Subsection (G)(15) of §154.141 of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(G) *Permitted Signs*

\* \* \*

- (15) Rental Signs. One sign per street or water frontage which advertises long or short-term rentals is allowed and it shall only be displayed through a window or as a flush-mounted sign on the building which is for rent, and such sign shall not exceed four square feet in area.

**Article 21. Amendment to Subsection (H)(8) of §154.141.** Subsection (H)(8) of §154.141 of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(H) *Prohibited Signs*

\* \* \*

- (8) Free-standing signs for short term or long term rentals shall be prohibited; and

**Article 22. Amendment to Subsection (L)(2) of §154.141.** Subsection (L)(2) of §154.141 of the City Code (Saugatuck Zoning Ordinance), as amended, is hereby amended to read as follows:

(L) *Residential Zoning Sign Requirements*

\* \* \*

- (2) Permitted signs.
- (a) The following signs shall be permitted in a residential zone and shall not require a sign permit:

\* \* \*

6. Real estate signs. One unlighted sign shall be permitted per street or water frontage located on the premises for sale. Signs shall be removed within 30 days of the close of the sale of the property. Signs shall not exceed six square feet in total area and must not be located in the public right of way; and
7. Temporary signs for special events. Signs must not be placed in the public right of way and must be removed within 24 hours after the event.

**Article 23. Unchanged Provisions.** Where existing provisions of the Saugatuck Zoning Ordinance have been re-recited above but have not been changed, those unchanged provisions of the Zoning Ordinance shall not be deemed changed or amended by this Ordinance, but are listed for reference only.

**Article 24. Severability.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be found to be invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions of this Ordinance, which shall remain in full force and effect.

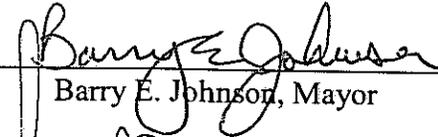
**Article 25. Effective Date.** This Ordinance shall take effect on January 1, 2010 in a manner consistent with state law.

YEAS: Hess, Spangler, Simon, Vettor, Bekken, Verplank & Johnson

NAYS: None

ABSENT: None

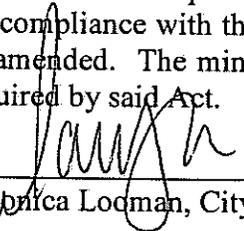
**ADOPTED** this 24<sup>th</sup> day of August, 2009

Signed:   
Barry E. Johnson, Mayor

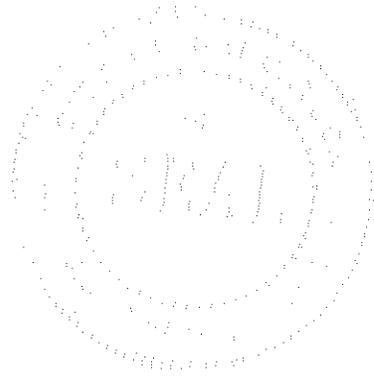
  
Monica Looman, City Clerk

**CERTIFICATION**

I, Monica Looman, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of an ordinance adopted by the Saugatuck City Council at a regular meeting held August 24, 2009, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976 as amended. The minutes of the meeting were kept, and will be or have been made available as required by said Act.

  
Monica Looman, City Clerk

09805 (001) 462101.1





## Frequently Asked Questions About the City of Saugatuck's Single Family Home Short-Term Rental Ordinance

### 1. **Purpose of Ordinance**

**Q.** What is the purpose of this Ordinance?

**A.** This ordinance is designed to ensure that single-family homes located in the City of Saugatuck that are rented on a short-term basis meet or exceed the requirements of the International Fire Code based on an inspection by Saugatuck Township Fire Department.

Homeowners who maintain their property to a minimum level of safety not only assure their renters are protected during their stay, but also the proper safety maintenance is the first line of defense for the property owner if an accident occurs and litigation is contemplated.

### 2. **Effective Date of Ordinance**

**Q.** When is the Ordinance effective?

**A.** The ordinance was approved by Saugatuck City Council on August 23, 2009 and was effective on January 1, 2010. Applications for registration can be submitted to the City Clerk beginning January 1, 2010. The registration fee (\$45 for a three year certification) is to be submitted with the application.

### 3. **Effected Properties**

**Q.** What properties are affected by this ordinance?

**A.** Any single family home or condominium unit located in the City of Saugatuck that is rented or advertised to be rented for any period of 31 days or less is affected by this ordinance.

### 4. **How to Register a Property**

**Q.** What do I need to do to register my home?

**A.** The following are the steps in the registration process:

Complete a *Registration Application* which is available at City Hall or on the City's website under "On-Line Forms".

- Submit the application with the registration fee to Saugatuck City Clerk. Certification is valid for a three (3) calendar year period. (See additional information about the registration fee below.)
- The Fire Department will be informed of your application and will contact you (or your rental agent) to set-up a mutually convenient time for the inspection.
- The Fire Department will notify the City when your property meets the inspection guidelines.
- Upon notification from the Fire Department, the City will send you (or your rental agent) a Registration Certificate.

Revised: September 23, 2009

## **5. *Registration Fee Refunds***

- Q.** What about refunds of the registration fee?
- A.** The non-refundable \$45 registration fee is valid for the three calendar year period beginning in the year of certification. (For example, for a home registered in June 2010, would need to be re-registered on January 1, 2013.)

## **6. *Transfer of the Property***

- Q.** Does the certification transfer with the property if it is sold?
- A.** If the property is sold, no portion of the fee is refunded and the new property owner must register the property if they wish to rent the property on a short-term basis.

## **7. *Penalties and Fines for Non-registration of a Short-term Rental Property***

- Q.** What are the penalties and fines for non-registration of a single-family home that is rented as a short-term rental?
- A.** Once the City Assistant Zoning Administrator becomes aware of a non-compliant property, the property owner will be notified by mail of the zoning violation. [The violation of a Zoning Ordinance can result in fines up to and including \\$500.](#)

## **8. *Revocation of a Short Term Rental Occupancy Certification and Appeal Process:***

- Q.** Under what circumstances can a rental occupancy certificate be revoked?
- A.** It is the property owner's responsibility to ensure that renters at the property respect neighbors. Any finding of responsibility or conviction for a violation of the City Code of Ordinances involving a short-term rental unit shall result in the Seasonal Rental Certification being revoked.

The revocation of a Seasonal Rental Certification may be appealed to the City Council for a good cause. A written appeal must be filed with the City within 20 days of the date of revocation.

## **9. *Condominiums***

- Q.** I want to rent my condominium unit on a short-term rental basis. Do condominiums have to meet any special requirements?
- A.** Condominium units are covered by the ordinance. Keep in mind that if your condo association has more restrictive rules, e.g. sign requirements, minimum rental periods, etc., those rules also apply to your rental.

## **10. *Information for Renters of Your Property***

- Q.** What information should I provide to the renters of my property?
- A. **Good Neighbor Guidelines:**** Your neighbors will appreciate if you remind your renters (either verbally or in written form) that they are staying in a residential neighborhood and their behavior should be respectful of the neighboring properties. Topics that you should make your renters aware of include: designated parking space locations for your property, garage and trash collection information, the use of illegal fireworks is prohibited, outdoor noise and activities should be limited after 11:00 pm., etc.

**Other Information for Your Renters:** In addition to the information that the Fire Department asks you to provide to your renters, emergency exits, emergency telephone numbers, etc., you should also ensure your renters have your (or your rental agent's) contact information.

**11. Display of Registration Certificate**

- Q.** Am I required to display the *Registration Certificate* in my home?
- A.** No, you are not required to display the certification, but your renters might like to know that your home has been inspected by the Fire Department. Also, if you wish, you can indicate in your advertising that your home is registered with the City and the Fire Department as an approved short-term rental property.

**12. Short Term Rental Signs**

- Q.** What type of sign can I use to advertise my short-term rental property?
- A.** The ordinance includes regulations relating to signing for short rental properties:
- One sign per street or water frontage is allowed.
  - The sign cannot exceed four square feet in area (e.g. 2' x 2').
  - The sign can only be displayed through a window or as a flush-mounted sign on the building that is for rent.
  - Yard signs are not allowed for short-term rental properties.

**13. Reporting Non-Compliance**

- Q.** Who do I contact if I believe a non-registered single family home is being rented on a short-term basis?
- A.** This ordinance is designed to ensure the safety of visitors to our community. You should contact City Hall if you believe a property is being rented without certification.

**14. Additional Questions**

- Q.** Who do I contact if I have additional questions about the ordinance?
- A.** Contact City Hall at (269) 857-2603, if you have questions.

**SAUGATUCK TOWNSHIP FIRE DISTRICT**  
**3342 BLUE STAR HIGHWAY, SAUGATUCK, MI 49453**  
**269.857.3000/FAX: 269.857.1228**

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*This checklist is designed to help a homeowner ensure their home meets the Fire District's "Fire Prevention and Life Safety Standards for Rentals". These standards must be met in order for the property to receive a Short-Term Rental Certificate from the City of Saugatuck. Contact the Saugatuck Township Fire District with any questions about these standards.*

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**Homeowner's Fire Prevention and Life Safety Standards Checklist**

Property \_\_\_\_\_ Date Checklist \_\_\_\_\_  
Address: \_\_\_\_\_ Completed: \_\_/\_\_/\_\_  
Completed By: \_\_\_\_\_ [ ] Owner [ ] Agent

**Check the applicable box when each fire prevention and life safety standards is met for the property:**

- [ ] The home's street number/address (in at least 4" numbers) is visible from the street.
- [ ] A smoke detector with a 5 year long-life lithium battery is installed and maintained in every sleeping room (including basements) and in every room in the path of the means of egress (exit path).
- [ ] A fire extinguisher (minimum size 2A10BC) is mounted at an exit or exit path on every floor level including the basement. Extinguishers require annual maintenance by a qualified fire protection company.

Notes: - The extinguishers are typically available at the local lumber company or area "big box" home improvement centers.  
- A listing of companies that perform the annual maintenance are listed on the following page.

- [ ] Every sleeping room has an emergency escape window. (If a room, e.g., a basement room, does not have an emergency escape window, the room cannot used as a sleeping room.)
- [ ] There are no combustible materials stored near (30" or closer) to the home's furnace or hot water heater(s).
- [ ] There are emergency instructions and a diagram showing two (a primary and secondary) evacuation routes posted immediately adjacent to every required egress door.

Note: The diagram can be as simple as a hand drawn floor plan. Guidelines and samples can be included in the Short-term rental Certification Information Packet.

- [ ] An *emergency information card* is provided. (See example on following page.)

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<b>For Use</b>	Checklist	Checklist	FD Approval
<b>by FD:</b>	Received: __/__/__	Reviewed: __/__/__	Date: __/__/__
			City Notified: __/__/__

Completed by: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

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## Emergency Information Card

A sample of the required emergency information card is shown below. (You can simply enter the information on a 3" x 5" or 5" x 7" card and place near each phone.)

### Emergency Information for This Location

1. ***In Case of Emergency Call 911***

2. Provide the Address: \_\_\_\_\_

3. State the Nature of the Emergency.

**In case of FIRE make sure everyone is out of the building.  
In case of MEDICAL EMERGENCY know the patient's condition.**

The Outside Meeting Place is: \_\_\_\_\_

Location of Fire Extinguishers: \_\_\_\_\_

Owner's/Rental Agency's Contact Phone No.: ( \_\_\_ ) \_\_\_ - \_\_\_\_

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## FIRE EXTINGUISHER, FIRE ALARM AND SPRINKLER COMPANIES

Ihle's (NAPA Auto Parts)  
6525 Blue Star Highway  
Saugatuck, MI 49453  
269-857-4160  
Fire Extinguisher DROP-OFF and Sales

Flame Tamer Fire Protection, LLC  
37881 Peters Drive  
Paw Paw, MI 49079  
866/657-0942/269/657-0942

Approved Fire Protection  
361 East 6<sup>th</sup> Street  
Holland, MI 49423  
800-968-3286/616-396-3896

Fire Tech Inc.  
P.O. Box 2005  
Holland, MI 49422  
616-392-3473

Firefighter Sales & Service  
3015 Madison Avenue SE  
Grand Rapids, MI 49548  
616-452-2184

Van Wall Fire Protection  
5250 Six Mile Court, NW  
Comstock Park, MI 49321  
616/785-5000

Peninsula Fire Protection, Inc.  
700 Plymouth, NE  
Grand Rapids, MI 49505  
616-454-0505/800/933-8209

Rapid Fire Protection Inc.  
1000 Muskegon Avenue, NW  
Grand Rapids, MI 49504  
888-744-7740

B.L. Harroun & Son, Inc.  
1018 Staples Avenue  
Kalamazoo, MI 49007  
269-345-8657

Security Systems Scans, Inc.  
52 W. Wall Street  
Benton Harbor, MI 49022  
616-927-3578/888-927-3578

VFP Fire Systems  
4245 44<sup>th</sup> St., SE Ste. 9  
Grand Rapids, MI 49512-4053  
616-698-0606



# Short Term Rental Fire Prevention Inspection Form

Please complete the attached form every calendar year before the first renters occupy the short term rental unless the Saugatuck Township Fire District has conducted an inspection within the same calendar year. This form will need to be completed and returned to the City of Saugatuck before the short term rental can be occupied. If you have any questions, please do not hesitate to contact the City of Saugatuck at (269) 857-2603.

## LOCATION AND CONTACT INFORMATION

Rental Property Address \_\_\_\_\_

Owner's Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_

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

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Agency Name (if Applicable) \_\_\_\_\_ Phone Number \_\_\_\_\_

Agency Address \_\_\_\_\_

Agency or Owners E-Mail \_\_\_\_\_

Inspectors Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Inspectors Signature \_\_\_\_\_ Date \_\_\_\_\_

## REQUIREMENTS – PLEASE COMPLETE THE FOLLOWING CHECKLIST

Y N

- Is the address clearly visible from the street or road fronting the property? (IFC 505.1)
- Are there smoke detectors installed and maintained in every sleeping room, each floor level, including basements and in every room in the path of the means of egress (exit path)? Wire Connected Smoke Detectors may be required? (IFC 907.2.11.1-2)
- Are fire extinguishers (minimum 2A 10BC) provided and mounted at an exit or exit path on every floor level including basements? (IFC 906.2 & 906.5-7)
- Are fire extinguisher service dates current? (Annual maintenance is required? (IFC 906.2)
- Does every sleeping room have an emergency escape window with minimum dimensions: net clear opening height 24 inches; net clear width 20 inches, and a maximum height of 44 inches from the floor? (IFC 1029)
- Are combustible materials separated from heaters or heating devices by distance or shielded so that ignition cannot occur? (IFC 315.2)
- Are there emergency instructions and a diagram in every bedroom and sleeping areas, indicating 2 (a primary and secondary) evacuation routes immediately adjacent to every required egress door? Copies of the evacuation diagrams for each floor must be presented to the Saugatuck Township Fire District at the time of initial inspection. (IFC 408)
- Is all wiring permanent, without the use of extension cords? (IFC 605.5)
- Is the basement, if provided, free of flammable and combustible liquids: i.e. solvent, thinners, oil paints, gasoline, LPG? (IFC 5704.3.5.1)





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