



# Short Term Rental Registration Application

Date Received \_\_\_\_\_

Application Number:

### Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this application with the registration fee of \$350.00 to the Douglas City Clerk. **(Certification is valid for 3 years)**
3. If failed inspection, a reinspection fee of \$100 will apply
4. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
5. The Fire Department will notify the City when the property meets the inspection guidelines.
6. Upon notification from the Fire Department, the City will send the owner or agent a Rental Certificate.

**Rental Property Address:** \_\_\_\_\_ **Parcel #** \_\_\_\_\_

**PROPERTY OWNER'S MAILING ADDRESS:** Name: \_\_\_\_\_

Address/P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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 the all applicable laws and regulations of the City of the Village of Douglas. I additionally grant City of Douglas staff or authorized representatives thereof access to the property to conduct inspections as needed.

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

### Agency/Local Contact Information (if applicable)

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

Complete Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**LOCAL EMERGENCY CONTACT PHONE NUMBER/NAME** \_\_\_\_\_

### Contact and Other Information:

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

Owner  Agent

Who is the primary contact for questions from the City?

Owner  Agent

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

Number of bedrooms \_\_\_\_\_ Sleeps how many? \_\_\_\_\_

*I have read and understand the City of the Village of Douglas's Single Home Short Term rental ordinance.*

Property owner's name (print): \_\_\_\_\_

Property owner's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

For Use	Fire Dept.	Fire Dept.	Max Occ
By City:	Notified ___/___/___	Approved ___/___/___	Load _____

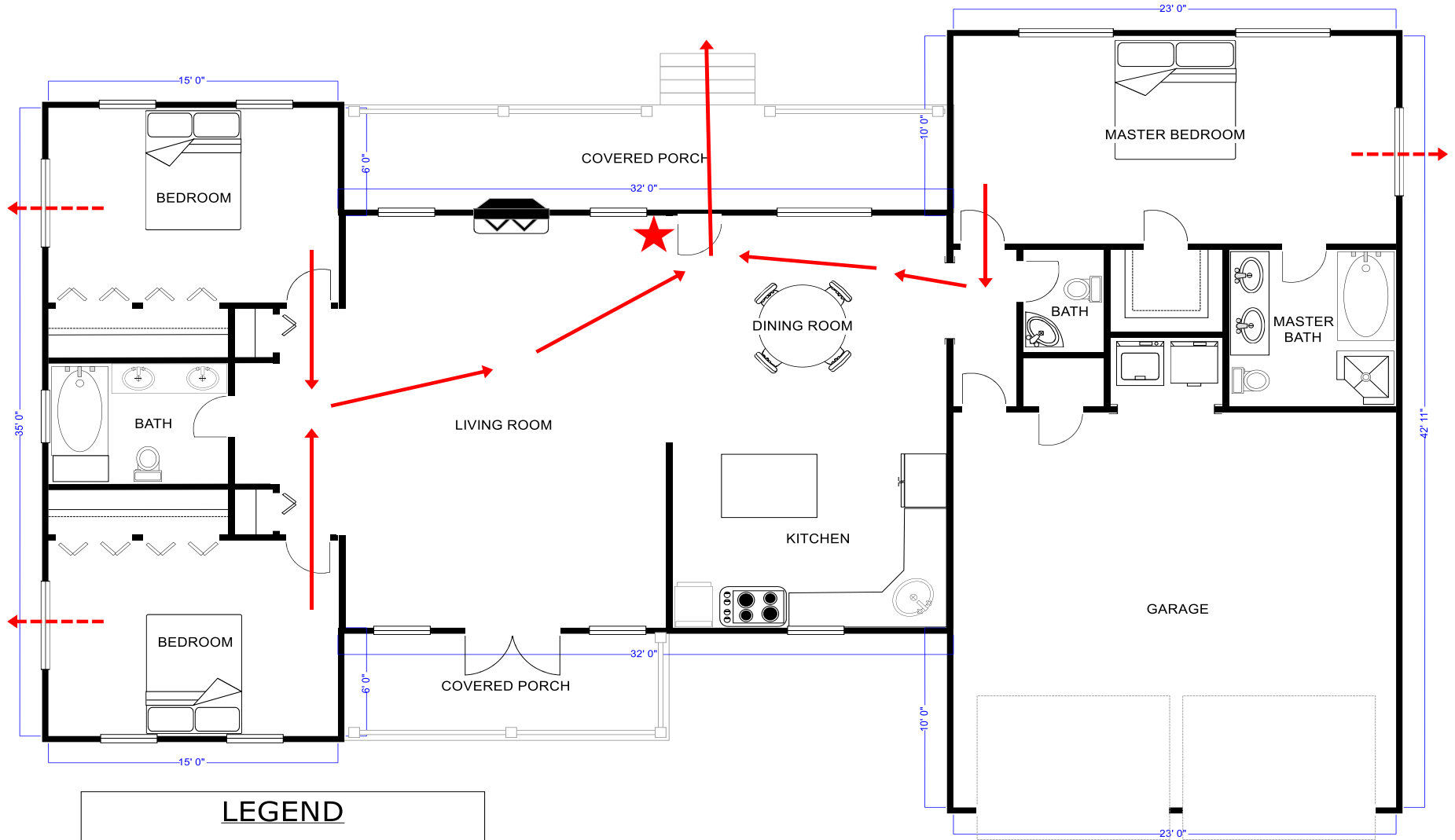
## CITY OF DOUGLAS SHORT-TERM RENTAL ORDINANCE

**Section 2.20 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.

**Section 16.33. SHORT-TERM RENTAL UNITS.** A short-term rental unit, as defined in Section 2.20 of this chapter, is permitted in all zoning districts where residential use of property is permitted by right or has been approved for special land use, and shall be subject to the following provisions:

- 1) The owner of the dwelling shall register the short-term rental unit with the City of Douglas and 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 at least every thirty six (36) months by the Fire Department before any rental occupancy certificate can be issued. Inspection procedures and administrative fees shall be determined by the City Council and the Saugatuck Township District Fire Department.
- 3) Signs shall be subject to the applicable provisions of the City of the Village of Douglas Sign 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 or other external disturbances. Any such violation shall be enforced as a nuisance under the City of the Village of Douglas General Code of Ordinances.
- 5) The parking of motorized vehicles, trailers and recreational equipment shall be in keeping with the provisions of this chapter and the City of the Village of Douglas General Code of Ordinances at all times.
- 6) A group of people not defined as a family are permitted to rent a short-term rental unit.
- 7) 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.
- 8) Any finding of responsibility or conviction for more than one violation of the City Code of Ordinances in a given calendar year involving a short-term rental unit may result in the rental occupancy certificate being revoked by the City Zoning Administrator (or such other city official as 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 Notice of Appeal is filed with the city within ten (10) days of the date of revocation.
- 9) 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.

# Saugatuck Township Fire District – Sample Rental Fire Evacuation Plans

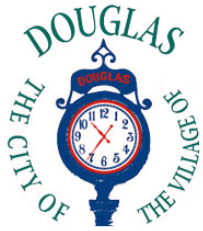


**LEGEND**

- Primary Evacuation Route -
- Secondary Evacuation Route -
- Fire Extinguisher

You are at 1234 Main Street, Saugatuck, MI.  
 In Case of Emergency, **Call 911.**  
 In case of Fire - Ensure all occupants evacuate the building.  
 In case of Medical Emergency - Know the patients condition.

For Property Related Emergencies, Contact John Smith at (123) 456-7890



# 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.) A listing of companies that perform annual maintenance are also listed below.

**Emergency Information for This Location**

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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.: ( \_\_\_ ) \_\_\_ - \_\_\_\_

SAMPLE

## 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 / Sales

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

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

VFP Fire Systems  
3552 Roger B Chaffee  
Memorial Dr. SE  
Grand Rapids, MI 49548  
616-247-5604

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

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

Rapid Fire Protection Inc.  
1000 Muskegon Ave, NW  
Grand Rapids, MI 49504  
616-454-9800

Approved Protection Systems  
616-396-3896



## 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)



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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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: \_\_\_\_\_