



## SHORT-TERM RENTAL LICENSE RENEWAL APPLICATION

*Applications must be submitted **30 days prior** to the expiration date listed on the approved license.*

### Steps to Renew Existing License

Short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in the ordinance. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

1. Fully complete this STR Renewal Application and submit along with the annual license fee of \$540.00.
2. City Staff will review the application, and all previously submitted documentation for completeness.
3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
4. The Fire Department will notify the City when the Dwelling unit meets the inspection guidelines. If the property fails inspection, the applicant must pay \$175.00 to the City of Saugatuck for each reinspection.
5. Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year.

### Property Information

License holder:	License Number:
Address:	Parcel Number:
Requested Occupant Load:	Off-Street Parking Spaces:
Number of Trash Receptacles:	Number of Recycling Receptacles:
Type of Dwelling Unit: <input type="checkbox"/> Single Family <input type="checkbox"/> Accessory Dwelling <input type="checkbox"/> Multi-Family	

### Checklist – PROVIDE IF DIFFERENT FROM LAST APPLICATION OR AS NOTED

	<input type="checkbox"/> Documentation showing the owner’s valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement. <b>REQUIRED ANNUALLY FOR CORPORATION OR TRUST</b>
	<input type="checkbox"/> Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental.
	<input type="checkbox"/> Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided.
	<input type="checkbox"/> Documentation showing that the dwelling unit has been insured as a rental dwelling.

For Use by Fire Department	Fire Dept. Notified	Fire Dept. Approved	Max Occupancy

## Owner Information

Ownership Type (select one)

Personal

Name of Person(s):

Trust

Name of Trust:

Identify all beneficiaries and trustees of the trust (use additional sheet if necessary):

1. Beneficiary/Trustee:

2. Beneficiary/Trustee:

3. Beneficiary/Trustee:

4. Beneficiary/Trustee:

5. Beneficiary/Trustee:

Corporate Entity

Name of Corporate Entity:

Identify all current members of the Corporate Entity and their percentage ownership interests in the corporation or other entity (use additional sheets if necessary):

Member:	% Ownership:
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Member:	% Ownership:
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Member:	% Ownership:
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Member:	% Ownership:
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Member	% Ownership:
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Address:

Phone:

E-mail:

Owner Attestation:

- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5

Owner Signature:

Date:

### License Holder Information

Applicant (Select all that apply):	<input type="checkbox"/> Owner <input type="checkbox"/> Other
Applicant Name:	
Applicant Address:	
Applicant Phone:	
Applicant E-mail:	
Owner Approval of Another Applicant: <ul style="list-style-type: none"><li>I grant authority to the applicant to act on my behalf to request a license under Chapter 99.5 of the City's Code of Ordinances.</li></ul>	
Owner Signature:	Date:

### Local Agent Information

If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.

Designated Local Agent	<input type="checkbox"/> Owner <input type="checkbox"/> Other
Agent Name:	
Agent Address:	
Agent Phone:	
Agent E-mail:	
Approval of Agent: <ul style="list-style-type: none"><li>I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 99.5.</li></ul>	
License Holder or Owner Signature:	Date:

## Attestation

By signing this application, I attest to all of the following:

- Chapter 99.5 has been reviewed.
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of a license.
- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5. I understand a license may be suspended or revoked for non-compliance.
- **I understand the license holder and/or local agent has the duty to remedy any violation of Chapter 99.5 and the City’s Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two (2) hours** of receipt of such notice.**
- I understand that the owner, license holder, and/or local agent is at all times responsible for obtaining all applicable local, state, and federal licenses, permits, and approvals, and that the issuance of a City short-term rental license in no way excuses compliance with any other applicable local, state, or federal laws, rules, regulations, or codes.
- I understand this is an application, not a license, and that an application does not convey a property right. **I understand that if a license is issued under Chapter 99.5, it shall remain in effect for a period of one (1) year from the date it was issued** unless it is suspended or revoked by the City. I further understand that **the application fee is non-refundable.**
- **I understand I may apply for a renewed license** by submitting a renewal application to the enforcing officer **no later than thirty (30) days prior to the date that my license is set to expire**, along with the license renewal fee established by the City’s fee schedule, and that if a complete renewal application has not been timely submitted or my previous license expires, my premises cannot be used as a short-term rental until a new license is issued.
- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. I understand that in the event of an unauthorized transfer, a new license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed. I understand that a “transfer” includes the following:
  - Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
  - Any transfer, sale, change in ownership, or other conveyance of the premises;
  - Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
  - Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

Owner Signature:	Date:
License Holder Signature:	Date:
Local Agent Signature:	Date:



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## 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)



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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: \_\_\_\_\_