



---

## ***Do It Yourself Inspection Renewal Form***

*Douglas Ordinance Section 16.33 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.*

Every third year, the Saugatuck Township Fire Department inspects each short term rental unit. Each year in between their inspections, owners must certify that their short term rentals meet all applicable building, health, fire, and related safety codes.

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 Douglas. Contact the Saugatuck Township Fire District with any questions about these standards.

---

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

Property \_\_\_\_\_ Date Checklist \_\_\_\_\_  
Address: \_\_\_\_\_ Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Completed By: \_\_\_\_\_ [ ] Owner [ ] Agent

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

#### **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 an alkaline or 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 annual maintenance are listed below.

- [ ] 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 be 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.)

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

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

### FIRE EXTINGUISHER, FIRE ALARM AND SPRINKLER COMPANIES

- |   |   |   |
|---|---|---|
| <p>Ihle's (NAPA Auto Parts)<br/>6525 Blue Star Highway<br/>Saugatuck, MI 49453<br/>269-857-4160<br/>Fire Extinguisher DROP-OFF / Sales</p> <p>Flame Tamer Fire Protection, LLC<br/>37881 Peters Drive<br/>Paw Paw, MI 49079<br/>866/657-0942 or 269/657-0942</p> <p>Approved Fire Protection<br/>361 East 6<sup>th</sup> Street<br/>Holland, MI 49423<br/>800-968-3286 or 616-396-3896</p> <p>B.L. Harroun &amp; Son, Inc.<br/>1018 Staples Avenue<br/>Kalamazoo, MI 49007<br/>269-345-8657</p> | <p>Fire Tech Inc.<br/>P.O. Box 2005<br/>Holland, MI 49422<br/>616-392-3473</p> <p>Firefighter Sales &amp; Service<br/>3015 Madison Avenue<br/>Grand Rapids, MI 49508<br/>616-452-2184</p> <p>Van Wall Fire Protection<br/>5250 Six Mile Court, NW<br/>Comstock Park, MI 49321<br/>616/785-5000</p> <p>Peninsula Fire Protection, Inc.<br/>700 Plymouth, NE<br/>Grand Rapids, MI 49505<br/>616-454-0505/800/933-8209</p> | <p>Peninsula Fire Protection, Inc.<br/>700 Plymouth, NE<br/>Grand Rapids, MI 49505<br/>616-454-0505/800/933-8209</p> <p>Rapid Fire Protection, Inc.<br/>1000 Muskegon Avenue<br/>Grand Rapids, MI 49506<br/>616-944-7740</p> <p>Security Systems Scans, Inc.<br/>501 W. Wall Street<br/>Benoni Harbor, MI 49022<br/>616-927-3578/ 888-927-3578</p> <p>VFP Fire Systems<br/>152 W. Wall Street<br/>Benoni Harbor, MI 49022<br/>616-927-3578 or 888-927-3578</p> <p>VFP Fire Systems<br/>4245 44<sup>th</sup> St., SE Ste. 9<br/>Grand Rapids, MI 49512-4053<br/>616-698-0606</p> |
|---|---|---|