



Pierson Township Ordinances call for the registration of rental units within the township of Pierson, Michigan as well as inspection and inspection fees.

This form is to be completed by the owner or the responsible local agent for each address or complex.

**A. Rental Dwelling Information:**

Street Address of the Rental Building: \_\_\_\_\_

Total Number of Dwelling Units in Building: \_\_\_\_\_ Total Number of Units for Rent: \_\_\_\_\_

Total Number of Residents Occupying Building: \_\_\_\_\_

Brief description of the type of units rented, number of square feet in each unit: (please attach a sketch of the floor plan of each floor)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check the appropriate boxes for the description of the units offered for rent:

|  |   |
|--|---|
| <input type="checkbox"/> Boarding House                      | <input type="checkbox"/> Townhouse                    |
| <input type="checkbox"/> One or More Single Family Dwelling  | <input type="checkbox"/> Manufactured Home            |
| <input type="checkbox"/> Two Family/Multiple Family Dwelling | <input type="checkbox"/> Lodging House                |
| <input type="checkbox"/> Mobile Home                         | <input type="checkbox"/> Multi-Family Apartment House |

How many off-street on-site parking spaces are provided for tenants? \_\_\_\_\_

**Please include a sketch of the site showing the location of each space.**

Are smoke detectors provided?  Yes  No

**Please provide a sketch showing the location of all smoke detectors.**

Are fire escapes established?  Yes  No

**Please provide a sketch showing the location of each fire escape.**

Is the property properly identified?  Yes  No

*IPMC requires buildings to have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4" high with a minimum stroke width of .5".*

Please select the Zoning District in which the rental will be located:

|  |  |
|--|--|
| <input type="checkbox"/> RR (Rural Residential)                | <input type="checkbox"/> B-1 (Neighborhood Business) |
| <input type="checkbox"/> R-1 (Single Family Residential)       | <input type="checkbox"/> B-2 (Central Business)      |
| <input type="checkbox"/> R-2 (Single & Two Family Residential) | <input type="checkbox"/> B-3 (Highway Business)      |
| <input type="checkbox"/> R-3 (Multiple Family Residential)     | <input type="checkbox"/> I-1 (Industrial)            |
| <input type="checkbox"/> R-4 (Mobile Home Residential)         | <input type="checkbox"/> MU (Mixed Use)              |

**B. Owner or responsible local agent information:**

If the owner is a partnership such information shall be provided for each general partner. If the owner is a corporation, such information shall be provided for each corporation officer and for each owner of 20 percent or more of the stock in the corporation and shall state the corporate title/position of each such person. If the owner wishes an agent to be contacted or wishes that only one officer/partner should be contacted the following information is required for all:

Name of owner or responsible agent: \_\_\_\_\_

Address of where owner/responsible agent will accept notices: \_\_\_\_\_

Phone number for owner/responsible agent: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone number of owner/responsible agent: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax number of owner/responsible agent: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address of owner/responsible agent: \_\_\_\_\_

**C. Fees and Inspections**

1. Registration & inspection fees:
    - a. Registrations: \$25.00
    - b. Inspection fee - \$110.00. Inspections will be performed by Imperial Municipal Services. They will be paid direct by the property owner. Their contact information is below.
  2. After your initial inspection and the property passes, no further inspections will be required for 4 years, providing there are no complaints filed against the property during the 4-year period. If the property fails the first inspection, once the property meets code, inspections will be required every 2 years, providing there a no complaints filed against the property in the 2-year time frame.
  3. Once you register your rental property(s), contact Imperial Municipal Services – (616)863-9294, [info@imsinspections.com](mailto:info@imsinspections.com), the Townships contracted inspector. You will arrange the inspection with them and pay the contractor direct. The fee for the inspection costs \$110.00
- ***Please contact Imperial Municipal Services at 616.863.9294 or [info@imsinspections.com](mailto:info@imsinspections.com) to obtain a list of requirements prior to scheduling an inspection.***

***Please read before signing:***

**I, the owner or agent of the owner, do hereby swear that the information provided on this application is true, accurate and complete and I permit the inspection of my rental dwelling required under**

Signature of Owner/Agent: \_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

***Violations of this ordinance shall be a municipal civil infraction.***

**To be completed by Pierson Township:**

Is this rental unit property zoned?  Yes  No

Does this rental unit provide enough off-street parking to comply with the zoning ordinance?  
 Yes  No

Does this rental unit meet Section 304 of the International Property Maintenance Code for Premise Identification?  
 Yes  No

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

Zoning Administrator's Signature