

## **St. Ignace Rental Registration Form and Applicable Ordinances**

### Rental Registration Instructions

1. Download and print the Registration Form for each location. Use a separate form for each rental structure if more than one.
2. Fill in the form completely, sign where noted, and mail in with your registration payment (\$25.00 for each rental structure). The registration process will be complete once the signed form with payment is received.
3. After receiving the signed form and payment, the Zoning Administrator will call to schedule an inspection. Inspection fees will be due when an inspection is scheduled.

Any questions about the rental ordinance can be directed to the Zoning Administrator,  
Kyle Mulka, 906-643-8797

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Owner or Responsible local agent for this rental property:

First and Last Name \_\_\_\_\_ Email \_\_\_\_\_

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

Contact Telephone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Zoning District of rental property if known (check one):

R1\_\_\_ R2 \_\_\_ R3\_\_\_ Central Business \_\_\_ General Business \_\_\_ Tourist Business \_\_\_

Type of rental (check one): Single family dwelling \_\_\_ Duplex \_\_\_

Apartment \_\_\_ Number of dwelling units per building \_\_\_ Total number of Apartments\_\_\_

Duration of rental: Year around \_\_\_ Seasonal \_\_\_\_\_

Other \_\_\_\_\_

*For non-family rentals:* expected number of tenants per dwelling (# per house, # per duplex, # per apartment, etc.)

I (Property Owner/authorized agent, print name) \_\_\_\_\_ certify that the rental property listed above is in compliance with State of Michigan and City of Saint Ignace laws, ordinances and codes. I agree to an inspection by the building and fire inspectors, or authorized agent(s) in the City of St. Ignace, at least one time per three year period and to more frequent inspection if the city has reason to believe there is non-compliance with any state or federal laws, ordinances or codes and I agree to register and certify this property yearly.”

I further agree that I will make the rental premises accessible for any such inspection provided the city giving me not less than 14 days prior written notice of such inspection mailed to my address indicated herein.

Signed \_\_\_\_\_

Date Temporary Certificate of Compliance issued \_\_\_\_\_

Date Permanent Certificate of Compliance issued \_\_\_\_\_ Expires \_\_\_\_\_

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### **Associated Fees**

Fees must be paid in advance of Temporary or Permanent Certificate

Registration fee = \$25 per application per structure. Expires yearly.

Initial Inspection Fee: House \$100 Duplex \$200 Apartment building \$200 up to 3 apartments; additional \$ 50 per apartment in the same building. Includes up to two follow up inspections. Expires in 3 years

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CD 38:27 Article IV Supplementary Regulations

regarding Non-family Dwellings:

### **Sec. 38-359 Non-family dwellings, one or two units (houses or duplexes), boarding houses, shared houses, group houses**

*Any non-family single unit dwelling (house) or non-family two dwelling unit building (duplex) requires one full bath per four persons, kitchen facilities that include a minimum of one stove or range, one sink and one refrigerator per 8 persons, with a minimum 7 foot 6 inch ceiling height and must provide no less than 240 gross square feet within the building per occupant in R2, Central Business and General Business Districts and on R3 zoned property, and no less than 200 gross square feet per occupant in the Tourist Business District.*

*No non-family single unit (boarding house) or non-family duplex will be allowed within 900 feet on the same street, or on a lot contiguous with an existing boarding house or other non-family dwelling unit, including but not limited to employee housing, group houses, halfway houses and shelters in the R2 zoning district or on R3 zoned property without a zoning variance.*

### **add Sec. 38-360. Non-family dwellings, 3 or more units (apartments)**

*Non-family dwellings of 3 or more units (apartments) must provide one bathroom per 4 persons, and kitchen facilities that include a minimum of one stove or range, one sink and one refrigerator per 8 persons, with a minimum 7 feet 6 inch ceiling height, and no less than 240 gross square feet per occupant in the R2, Central and General Business Districts and on R3 zoned property, and no less than 200 gross square feet per occupant in the Tourist Business District. No apartment may be placed within 300 feet of an existing rental dwelling or on a contiguous lot in the R2 zoning district or on R3 zoned property without a zoning variance.*

### **Add Sec. 38-361. Appearance and Upkeep**

*Upkeep of Building and grounds is the responsibility of the owner of any non-family dwelling including but not limited to, employee housing, group houses, halfway houses, and shelters. Each non-family dwelling must be kept in good condition by the building owner, set forth in chapter 12, Article III, which includes but is not limited to these requirements:*

- 1. rotting, soiled, or otherwise degraded siding, window and other exterior trim must be cleaned or replaced promptly, as warranted by the material used (e.g., wood or vinyl)*
- 2. exterior of the building must be repainted if greater than 30% of the exterior paint is peeling or damaged,*
- 3. roof, porches and stairs must be in good repair,*
- 4. interior window treatments (blinds, shades, curtains, drapes and other window treatments) that can be seen from the exterior of the building must be uniform and must be provided by the building owner, and flags, rugs, paper, cardboard or other material not intended for use as window treatments may not be placed over windows if visible from the exterior of the building,*
- 5. no towels, laundry, coats, rugs or other moveable items may be hung on window sills, railings, or on other surfaces visible from the exterior of the building,*
- 6. lawns must be kept in good condition and kept neat as set forth in Chapter 12, ENVIRONMENT, Article III.*
- 7. trash may only be placed within designated receptacles and may only be placed on the street as scheduled by the waste removal company.*

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### **Add Sec. 38-362. Non-family rental dwellings existing prior to adoption of this ordinance.**

*Following adoption of this ordinance, previously permitted non-family apartments that are within 300 feet on the same street or on contiguous lots, which were granted a Certificate of Occupancy showing that building codes and standards were met at the time of their opening may continue as rental dwellings, provided they are upgraded to meet the size and amenity standards required by this section.*

*Previously permitted non-family one and two unit buildings that are within 900 feet on the same street or on contiguous lots, which were granted a Certificate of Occupancy showing that building codes and standards were met at the time of their opening may continue as rental dwellings provided they are upgraded to meet the size and amenity standards required by this section.*

### **add Sec. 38-363. Registration, Certification, and Inspection for rental units.**

*All rental dwellings in the City must be registered and certified by the owner to be in compliance with all City ordinances, all Michigan code regulations, including Chapter 6 BUILDINGS AND BUILDING REGULATIONS and Chapter 38 ZONING. Registration and Certification of a Rental Unit shall occur yearly. The property owner shall re-register and certify each rental dwelling with the City thirty calendar days prior to the expiration of the registration of the rental dwelling. Registration fees will be set and updated as needed by City Council.*

*Inspection. Inspection will assure compliance with City ordinances relating to Building Codes and Zoning Ordinances. All non-transient rental dwellings shall be inspected by the designated City official at least once every three years. Prior to conducting inspections of currently occupied rental dwellings the City may issue a temporary certificate of compliance. The inspection shall not, however, eliminate the owner's responsibility to register and certify such rental dwellings every year. Nothing in this section shall preclude the inspection of any rental dwelling more frequently than once every three years.*

CD 38:36

## **ARTICLE VIII. PARKING AND LOADING AREAS**

### **Sec. 38-492. Requirements**

(1) Residential

*add*

*e. Non-family Apartments and Houses, Boarding or Employee Housing: one space for each dwelling plus one space per bedroom (sleeping room) must be provided by the rental dwelling owner, either on the lot of the rental dwelling or at another location assigned to the occupants.*