

## INSPECTION SUMMARY

All rental dwellings must comply with the International Property Maintenance Code. Below is a guideline of some of the general **areas** for inspection. A more detailed list is available at the Township or on our webpage at <https://ght.org/rental-guidelines/>

### Exterior

- Address sign
- No rubbish; stored in covered containers
- All exterior surfaces in good repair

### Stairs, Handrails and Guardrails

- Handrails for specific stairs and landings

### Doors, Door Frames and Windows

- Sound condition and weather tight.
- Doors for access must have a deadbolt
- Operable windows

### Ventilations Systems

- Operable bathroom window or exhaust fan
- Dryer exhaust independent of other systems

### Plumbing Facilities and Fixtures

- Bathtub or shower, & toilet with privacy
- Kitchen sink by sanitary food prep area
- Fixtures installed and working properly

### Heating Facilities

- Must be inspected by licensed contractor

### Electrical Requirements

- Certain receptacles and lights required

### Fire Safety and Smoke Detectors

- Smoke alarm in every bedroom

## RENTAL FEE SCHEDULE

Annual Application Fee	\$500
Initial Inspection	\$000
First Reinspection	\$ 50
Second Reinspection	\$100
Third Reinspection	\$150
Attorney Warning Letter	\$600
Complaint Inspection	\$ 50
Late Fee	50% of Cost of Fee

## QUESTIONS

Phone: 616-604-6308

Email: [rentals@ght.org](mailto:rentals@ght.org)



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GRAND HAVEN CHARTER TOWNSHIP

# Rental Guidelines Short-Term Rentals



Updated: 8-15-2023

## REQUIREMENTS

### Rental Application

- Must obtain a Certificate of Compliance ANNUALLY.
- Complete Annual Rental Application Form.
- Pay annual fee.
- Inspection by Township's Rental Inspector.

### All of the following **MUST** be included with the Rental Application:

- **Insurance Information:** The Owner of a Rental Unit shall provide the Township with satisfactory proof of continuing commercial insurance coverage of at least \$1,000,000 and dwelling fire insurance coverage of at least \$10,000.
- **Parking Information:** A parking site plan showing the location and composition of surface material (i.e., gravel, asphalt, etc.) of proposed rental parking must be provided.
- **Mechanical Safety Inspection:** Approval documentation for a Mechanical Safety Inspection for all fixtures within each dwelling.
- **Public Utilities:** Proof of public water and sewer service or approval documentation by the Ottawa County Department of Public Health for use as or with a Short-Term Rental.
- **Addresses:** Provide information to addresses within 300' of dwelling.

## PERFORMANCE STANDARDS

### All short-term and limited short-term are subject to the following standards:

- I. Owner provide off-street parking.
- II. Rental may NOT be an accessory dwelling unit.
- III. Owner must **post** within seven feet of the main entrance:
  - Name and telephone number of person who can accept calls any time the Dwelling is Rented
  - Maximum Occupancy permitted in the dwelling.
  - Parking locations and instructions.
  - Copy Rental Guidelines and Noise Control Ordinance
  - Notification that an Occupant may be cited or fined by the Township, in addition to any other remedies available at law, for violating any provision of this Ordinance.
- IV. Owner must **post** in prominent EXTERIOR location within seven feet of main entrance:
  - Name and telephone number of person who can accept calls any time the Dwelling is Rented
  - Maximum Occupancy permitted in the Dwelling.
- V. Contact person must have a key to Dwelling and be capable of being physically present at the Dwelling within one hour unless arrangements are made for another person to address issues within the same timeframe.
  - I. Owner provides contact person's information in writing property owners within 300 feet of the Premises.
  - II. Occupants shall not encroach on neighboring properties.
  - III. Owner provides sufficient waste receptacles screened from public and neighboring view; Closed container and disposed of on a regular weekly schedule.
  - IV. Premises shall be maintained free of debris and unwholesome substances.
  - V. Campfires maintained in designated fire pits; comply with applicable codes, laws, and ordinances.
  - VI. Occupants shall not create a nuisance that violates Township noise or firework regulations.
  - VII. Occupancy defined by the International Property Maintenance Code, not to exceed 12.
  - VIII. Campers and tents to provide additional occupancy are not permitted.
  - IX. Occupancy served by a septic tank rather than a public sanitary sewer system shall not exceed any limitations established by the Ottawa County Health Department.
  - X. A lock box, acceptable for the Township's Fire Chief or the Fire Chief's designee, shall be provided.
  - XI. Dwelling shall have public water service and public sanitary sewer service, or if it does not have either or both, any water well or septic system serving the Dwelling must be inspected by and approved by the Ottawa County Department of Public Health. Specifically, any water well serving the Dwelling must be upgraded from a residential class II to class III. May NOT have a shared water well or shared septic system with another building, unless approved by the Ottawa County Department of Public Health for use with a Short-Term Rental.