



**CHARTER TOWNSHIP OF LANSING
OFFICE OF THE TOWNSHIP CLERK
3209 WEST MICHIGAN AVENUE
LANSING, MI 48917
517-485-4063**

APPLICATION FOR BUSINESS LICENSE

Name of Business: _____

DBA (If Applicable): _____

Address of Business: _____

Business Phone #: _____

Date Business Established in the Township: _____

Detailed Description of Business: _____

Owner of Business: _____

Owner Address: _____

Owner Phone #: _____

Owner Signature: _____ Date: _____

Please return within 10 days to Township Clerk with \$75 fee

FOR TOWNSHIP USE ONLY

Application Received: _____ Packet Distributed: _____

Date Fee Paid: _____ Receipt #: _____

Zoning of Property: _____ Certificate of Occupancy #: _____

Date Approved: _____ Approved By: _____



CHARTER TOWNSHIP OF LANSING
BUILDING DEPARTMENT
3209 W. MICHIGAN AVE
LANSING, MI 48917
517-485-3510

APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR A BUSINESS

Property Address: _____

Name of Business: _____

Owner of Business: _____

Phone Number of Business: _____

Phone Number of Owner: _____

Business Manager, if different from above: _____

Business Emergency Contact #: _____

PRIMARY BUSINESS USE: _____

Property Owner: _____

Address of Owner: _____

Phone Number of Owner: _____

Building Emergency Contact #: _____

Management Company: _____

Agent for Management Company: _____

Address of Management Company: _____

Phone Number for Management Company: _____

\$100 fee for Certificate of Occupancy not associated with a Building Permit.

FOR TOWNSHIP USE ONLY

Date Paid: _____ Occupancy Load: _____

Receipt #: _____ Code Official: _____

Certificate #: _____ Fire Official: _____

SIGN INFORMATION FOR NEW BUSINESS OWNERS

REGARDING:

NEW SIGNS

ALTERATIONS TO SIGNS

TEMPORARY SIGNS

LANSING TOWNSHIP'S ORDINANCE REQUIRES THAT A

DOUBLE FEE

BE CHARGED IF PERMANENT SIGNS

ARE ERECTED OR ALTERED

WITHOUT A PERMIT

Please contact the Clerk's Office at 485-4063 reference the signage that is allowed at your business location – including temporary signs

Sign Permit Applications are Available at LansingTownship.org

Sign Permit Fee: \$100 plus \$1.50 per square foot

Temporary Sign Permit Fee: \$50.00 per month

Only one Temporary Sign can be licensed per business. Temporary Signs cannot exceed 90 days in any calendar year. Permits shall be issued for 30 consecutive days at a time. Contact Clerk's office for additional requirements.

LANSING TOWNSHIP POLICE DEPARTMENT
Business Information

Name of Business: _____

Address: _____

Telephone Number: _____

Type of Business: _____

Hours of Operation: _____

Alarm System(s): _____

Security Agency or Watchman: _____

Janitorial Service & Hours: _____

Safe (location): _____

Weapons or Narcotics (type & location): _____

Contact Person(s) (name, address, & telephone number):

1st Person to be Called: _____

(Keyholder) _____

2nd Person to be Called: _____

3rd Person to be Called: _____

THIS INFORMATION IS CONFIDENTIAL AND WILL ONLY BE USED BY
POLICE PERSONNEL. UPDATE IF INFORMATION CHANGES.

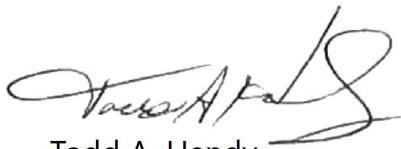
CHIEF JOHN E. JOSEPH
LANSING TOWNSHIP POLICE

Lansing Township Fire Department
Occupancy Information Form

Welcome to Lansing Township!

On behalf of the Lansing Township Fire Department, we are glad that you have chosen to invest in our community. Our focus during this process is to help you establish a safe, efficient business that is compliant with fire and life safety codes. A strong commitment to safety reduces risk to your employees, your customers, and the firefighters that serve you. Please fill out the following information in its entirety.

We look forward to supporting your success and serving as a resource as your business grows within our community.



Todd A. Hendy
Lansing Township Fire Chief

FIRE STATION NO. 51 & HEADQUARTERS



3301 WEST MICHIGAN AVENUE
LANSING, MICHIGAN 48917
(517) 485-5443

FIRE STATION NO. 52



2701 HOPKINS AVENUE
LANSING, MICHIGAN 48912
(517) 482-2088

Occupancy Information Form

Business Name: _____

Street Address: _____

Preferred Mailing
Address (if different): _____

Business Phone: _____

Business Email: _____

Primary Business Use: _____

Total size of the building(s): _____ Sq.ft.	Business's portion size of the building(s) _____ Sq.ft..	Any other businesses located in your building (circle one)? Yes / No	
Stories above grade: _____ Stories below grade: _____			
Does your business/building have any of the following fire service features?			
<input type="checkbox"/> Portable Fire Extinguishers	<input type="checkbox"/> Fire Sprinkler System	<input type="checkbox"/> Commercial Kitchen Hood	
<input type="checkbox"/> Automatic Fire Alarm	<input type="checkbox"/> Knox Box (Fire Department Master Key Box)	<input type="checkbox"/> Special Hazards Suppression System	
Emergency Contact #1		Emergency Contact #2	
Name:		Name:	
Phone:		Phone:	
After-Hours Phone:		After-Hours Phone:	
Address:		Address:	
Email:		Email:	

Occupancy Information Form

Do any of the following apply to your business or operations?

- Amusement building**, room, or facility designed to disorient occupants for entertainment purposes (e.g. escape room, haunted house).
- Aviation** facility that stores fuels, or repairs aircraft.
- Combustible dust-producing operations** where products, when milled or pulverized, produce combustible dust (e.g. flour mill, aluminum recycling operation).
- Dry cleaning** operation or facility.
- Exhibits and trade shows** will be hosted in the business or structure.
- Fruit and crop ripening** within a structure or using ethylene gas.
- Fumigation and thermal insecticide fogging** operation within a chamber, room, or vault.
- High-piled storage** of any product that is combustible in piles or on racks or shelves over 12 feet tall and exceeding an area of 500 square feet.
- Hot work operation** on a regular, semi-regular, or intermittently recurring basis, including the use of an open flame or torch.
- Industrial oven** that is installed and operated on site, either inside or outside, for anything other than food preparation.
- Magnesium** is melted, cast, heated or ground in processes on site.
- Miscellaneous combustible storage** of products that may sustain fire or flames (e.g. papers, plastics, foam) are stored in a volume on site in excess of 2,500 cubic feet.
- Pyrotechnics and explosives** stored or manufactured on site in any quantity.
- Repair garages and motor fuel-dispensing facilities** such as gas stations, car mechanic shops, or related-operation.
- Rooftop heliport** on the structure.
- Spraying or dipping** processes utilizing any flammable or combustible liquid or powder.
- Storage of scrap tires and tire byproducts** exceeding 2,500 cubic feet in volume inside.
- Temporary membrane structures, tents, and canopies** erected in excess of 200 square feet for air-supported structures, or 400 square feet for canopies.
- Tire-rebuilding plant** or any operation that molds or vulcanizes rubber.
- Waste handling** operation such as wrecking yard, junk yard, landfill, or materials recovery facility.
- Wood products** stored on site, such as lumber, plywood, woodchips, and firewood stored in excess of 200 cubic feet.

Occupancy Information Form

Section 14i of the Michigan Occupational Safety and Health Act, Act No. 154 of the Public Acts of 1974, as amended, requires that each fire chief prepare and disseminate to each firefighter information on facilities within their jurisdiction that use or produce products or materials that may be considered hazardous.

Potentially hazardous products are found in nearly every occupancy, and may take the form of cleaning solvents, lighter fluid, or fertilizer. Please check the corresponding box if any amount of the material described is stored at any time. If you are unsure of type or categorization of material that is being stored, consult your MSDS or product supplier. For determining the amount of certain compressed gases, the volume is measured in cubic feet and normal temperature and pressure (NTP).

Compressed Gas

(Circle One)

- | | | |
|---|------------------------|----------|
| <input type="checkbox"/> LPGs (Propane, Butane, etc.) | Over 125 pounds? | Yes / No |
| <input type="checkbox"/> Acetylene | Over 13 pounds? | Yes / No |
| <input type="checkbox"/> Other Flammable Gases | Over 200 cubic feet? | Yes / No |
| <input type="checkbox"/> Corrosive Gases | Over 200 cubic feet? | Yes / No |
| <input type="checkbox"/> Oxidizing Gas (including Oxygen) | Over 504 cubic feet? | Yes / No |
| <input type="checkbox"/> Toxic Gases | | |
| <input type="checkbox"/> Pyrophoric Gas | | |
| <input type="checkbox"/> Carbon Dioxide | Over 100 pounds? | Yes / No |
| <input type="checkbox"/> All other compressed gas | Over 6,000 cubic feet? | Yes / No |

Liquids

- | | | |
|---|------------------|----------|
| <input type="checkbox"/> Corrosive liquids | Over 55 gallons? | Yes / No |
| <input type="checkbox"/> Toxic liquids | Over 10 gallons? | Yes / No |
| <input type="checkbox"/> Highly toxic liquids | | |
| <input type="checkbox"/> Pyrophoric liquids | | |

Solids

- | | | |
|---|-------------------|----------|
| <input type="checkbox"/> Corrosive solids | Over 1000 pounds? | Yes / No |
| <input type="checkbox"/> Toxic liquids | Over 100 pounds? | Yes / No |
| <input type="checkbox"/> Highly toxic liquids | | |
| <input type="checkbox"/> Pyrophoric liquids | | |

Cryogenic Fluids

- | | | |
|---|------------------|----------|
| <input type="checkbox"/> Flammable Cryogenic Fluid | Over 1 gallon? | Yes / No |
| <input type="checkbox"/> Inert Cryogenic Fluid | Over 60 gallons? | Yes / No |
| <input type="checkbox"/> Liquid Oxygen | Over 10 gallons? | Yes / No |
| <input type="checkbox"/> Oxidizing Cryogenic Fluid | Over 10 gallons? | Yes / No |
| <input type="checkbox"/> All other cryogenic fluids | | |

Occupancy Information Form

Flammable/Combustible Liquids

(Circle One)

- | | | |
|---|----------------------|----------|
| <input type="checkbox"/> Gasoline | Over 5 gallons? | Yes / No |
| <input type="checkbox"/> Class I Combustible Liquids | Over 5 gallons? | Yes / No |
| <input type="checkbox"/> Class II or IIIA Flammable Liquids | Over 25 gallons? | Yes / No |
| <input type="checkbox"/> Class IIIB Flammable Liquids | Over 13,200 gallons? | Yes / No |
| <input type="checkbox"/> Cooking Oil (new and used) | Over 13,200 gallons? | Yes / No |

Flammable Solids/Explosives

- | | | |
|---|---------------------|----------|
| <input type="checkbox"/> Pyrotechnics | | |
| <input type="checkbox"/> Ammunition | Over 10,000 rounds? | Yes / No |
| <input type="checkbox"/> Explosives | | |
| <input type="checkbox"/> Other flammable solids
(ignition below 212°F) | Over 100 pounds? | Yes / No |

Oxidizers (Solid or Liquid)

- | | | |
|---|--------------------------------|----------|
| <input type="checkbox"/> Class 1 Oxidizer | Over 55 gallons or 500 pounds? | Yes / No |
| <input type="checkbox"/> Class 2 Oxidizer | Over 10 gallons or 100 pounds? | Yes / No |
| <input type="checkbox"/> Class 3 Oxidizer | Over 1 gallon or 10 pounds? | Yes / No |
| <input type="checkbox"/> Class 4 Oxidizer | | |

Organic Peroxides (Liquid or Solid)

- | | | |
|---|------------------------------|----------|
| <input type="checkbox"/> Class I or II Organic Peroxide | | |
| <input type="checkbox"/> Class III Organic Peroxide | Over 1 gallon or 10 pounds? | Yes / No |
| <input type="checkbox"/> Class IV Organic Peroxide | Over 2 gallons or 20 pounds? | Yes / No |
| <input type="checkbox"/> Class V Organic Peroxide | | |

Unstable (reactive) Materials

- | | | |
|---------------------------------------|--------------------------------|----------|
| <input type="checkbox"/> Class 1 | Over 10 gallons or 100 pounds? | Yes / No |
| <input type="checkbox"/> Class 2 | Over 5 gallons or 50 pounds? | Yes / No |
| <input type="checkbox"/> Class 3 or 4 | | |

Water-reactive Materials

- | | | |
|----------------------------------|--------------------------------|----------|
| <input type="checkbox"/> Class 1 | Over 55 gallons or 500 pounds? | Yes / No |
| <input type="checkbox"/> Class 2 | Over 5 gallons or 50 pounds? | Yes / No |
| <input type="checkbox"/> Class 3 | | |

Other Materials

- Biological Waste or Hazard
- Radioactive Material
- Known Human Carcinogen