



**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): \_\_\_\_\_

Property Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Date Business Established in the Township: \_\_\_\_\_

Detailed Description of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Owner of Business:** \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

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: \_\_\_\_\_

Email 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](http://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):

1<sup>st</sup> Person to be Called:.....

(Keyholder) .....

.....

2<sup>nd</sup> Person to be Called:.....

.....

.....

3<sup>rd</sup> 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

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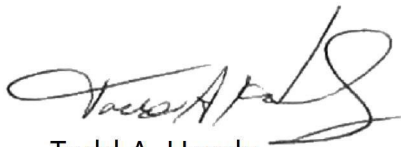
Lansing Township Fire Department  
Occupancy Information Form

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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? 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 <input type="checkbox"/> (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).

		<b>Yes / No</b>
<b>Compressed Gas</b>		
<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
<b>Liquids</b>		
<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		
<b>Solids</b>		
<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		
<b>Cryogenic Fluids</b>		
<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

		<b><u>Yes / No</u></b>
<b>Flammable/Combustible Liquids</b>		
<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
<b>Flammable Solids/Explosives</b>		
<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
<b>Oxidizers (Solid or Liquid)</b>		
<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		
<b>Organic Peroxides (Liquid or Solid)</b>		
<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		
<b>Unstable (reactive) Materials</b>		
<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		
<b>Water-reactive Materials</b>		
<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		
<b>Other Materials</b>		
<input type="checkbox"/> Biological Waste or Hazard		
<input type="checkbox"/> Radioactive Material		
<input type="checkbox"/> Known Human Carcinogen		