



**VILLAGE OF MAYVILLE  
RENTAL/FIRE REGISTRATION  
APPLICATION**

**Please return this application to:**

Village of Mayville  
6104 Fulton Street PO Box 219  
Mayville, MI 48744  
Phone: 989.843.6423  
Fax: 989.843.0123  
Email: clerk@villageofmayville.org

___/___/___ PAID
___/___/___ PAID
___/___/___ MAILED
Office use only _____

**PROPERTY INFORMATION:**

Property Address: \_\_\_\_\_  
(Street Number and Street Name)

# of units: \_\_\_\_\_ if multiple unit building, # of common area spaces: \_\_\_\_\_

**OWNERSHIP INFORMATION:**

Name of Owner: \_\_\_\_\_

Address (correspondence sent to) \_\_\_\_\_  
(Street Number and Street Name)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

**PROPERTY MANAGER INFORMATION:** (if applicable)

**Note:** This information is required if the owner resides outside of the Village of Mayville.

Name of Manager or Responsible Party: \_\_\_\_\_

Manager's Mailing Address: \_\_\_\_\_  
(Street Number and Street Name)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Updated April 18, 2024

**By affixing my signature on this application, I understand the rental unit(s) will be inspected for compliance with the Village of Mayville Ordinances, State of Michigan & International Property Maintenance Code and Uniform Fire Prevention Codes. Specifically, but not limited to, the following interior and exterior requirements contained on the checklist.**

### **Inspection Check List:**

#### **Building Construction Type (Circle Type Below)**

- 1. Fire Resistive            2. Heavy Timber
- 3. Protected Non-Comb    4. Unprotected Non-Comb
- 5. Protected Ordinary      6. Unprotected Ordinary
- 7. Protected wood frame   8. Unprotected wood frame

#### **Building Components**

- P F Address visible from street (505.1)
- P F Exits unobstructed (1003.6)
- P F Doors work properly (1008.1.9)
- P F Exits signs visible (1011.1)
- P F Building is safe for occupants
- P F Roof/Windows/Floors in safe condition

#### **Electrical Systems**

- P F Extension cords in use (Circle Type Below)  
Temporary or Permanent (605.5)
- P F Cover plates in place, switches and outlets (605.6)
- P F Electrical Panel Labeled (605.3.1)
- P F No Open Slots in Panel (605.6)
- P F 30" Clearance to panel (605.3)
- Panel Location \_\_\_\_\_

#### **HVAC Systems**

- P F Clearance to furnace/boiler 36" (305.1)
- P F Clearance to hot water heater 36" (305.1)
- Location of furnace \_\_\_\_\_
- Type: Gas Forced Air/Radiant/Boiler/Electric/Other
- Location of Hot Water Heater \_\_\_\_\_
- Location of Gas Meter \_\_\_\_\_

#### **Fire Rated Construction (If Applicable)**

- P F Ceiling Tiles in Place
- P F Fire Rated Doors Open

#### **Fire Protection Systems**

- P F Smoke/Heat Detectors Present (901.6)
- P F Work when tested (901.6)
- (Circle Type) Hardware/Battery or Both

#### **Mayville Ordinance Sec. 18-42&43.**

- Y N Structure has running water
  - Y N Structure has working bathroom
  - Y N Structure has proper electrical svc
  - Y N Structure has adequate sleeping quarters for the occupants
  
  - Y N Structure has 2 exits
  - Y N Structure has 2<sup>nd</sup> story fire escape
  - Y N Structure has visible molding
  - Y N Structure has visible deterioration
  - Y N Structure has working CO Alarm
  - Y N Kitchen appliances appear to be safe
  
  - Y N walls/ceilings without major damage
  - Y N Stairs/Hallways are safe
  - Y N chemicals/Flammable are not stored inside of the structure
  - Y N Structure has no visible fire hazards
- (Pass/Fail or Yes/No)**

- **Above numbers reference fire code or village of Mayville ordinance# 34, 18-42&43**

### **APPLICATION/CERTIFICATION FEES:**

One Rental Unit	\$55.00 per rental unit
Annual Building Fire Safety Inspection	\$50.00 per building (not unit)

Payment may be made at the office or by mailed check payable to the VILLAGE OF MAYVILLE. Please remember to schedule an inspection. In order for the Rental Unit Certificate of Compliance to be issued an inspection must be performed & the property deemed code compliant. After the rental unit is certified a Rental Unit Certificate of Compliance will be mailed or emailed to the owner with the Property Address and Date of Expiration.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**PLEASE RETURN ALL PAGES WITH THE SIGNED APPLICATION. THANK YOU.**

Equal opportunity provider and employer.