

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

APPLICATION FOR
CERTIFICATE OF OCCUPANCY FOR A BUSINESS

Certificate # _____

Property Address: _____

Name of Business: _____

Owner of Business: _____

Phone Number of Business: _____

Phone Number of Owner: _____

Business Manager, if different from above: _____

PRIMARY BUSINESS USE: _____

Property Owner: _____

Address of Owner: _____

Phone Number of Owner: _____

Management Company: _____

Agent for Management Company: _____

Address of Management Company: _____

Phone Number for Management Company: _____

\$65 fee for Certificate of Occupancy not associated with a Building Permit.

**CHARTER TOWNSHIP OF LANSING
3209 WEST MICHIGAN AVENUE
LANSING, MI 48917
Phone: (517) 485-4063
Fax: (517) 485-3276**

**APPLICATION FOR A BUSINESS LICENSE
(Ordinance 68 Requires All Businesses to be Licensed)**

Please Fill in Completely:

NAME OF BUSINESS _____

ADDRESS OF BUSINESS _____

PHONE NUMBER OF BUSINESS _____

OWNER OF BUSINESS _____

ADDRESS OF OWNER _____

PHONE NUMBER OF OWNER _____

DETAILED DESCRIPTION OF BUSINESS _____

DATE BUSINESS ESTABLISHED (in Township) (month/year) _____

Please return within 10 days to Township Clerk with \$65.00 fee.

Signature of Business Owner

Please Print Name Above

Date: _____

For Township Use Only:

Application Approved _____
(Township Clerk)

Application Received: _____ Date Approved: _____

Check No. _____ Certificate of Occupancy # _____

Zoning of Property: _____

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: \$65 plus \$1.30 per square foot

Temporary Sign Permit Fee: \$25.00 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, and phone number):

1st PERSON TO BE CALLED: _____

2nd PERSON TO BE CALLED: _____

3rd PERSON TO BE CALLED: _____

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

THANK YOU,

CHIEF KAY HOFFMAN
LANSING TOWNSHIP POLICE

Please Type or Print With Ink
February 2002

Attachment A
Bulletin 9 - Fire Department Hazardous Material
Emergency Planning Responsibilities (Rev. 9-09)

Date: _____
Firm Name: _____
Address: _____

Dear Facility Owner/Operator:

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 hazardous chemicals.

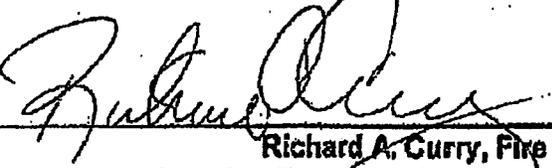
The Michigan Fire Prevention Code, Act No. 207, P. A. of 1941, as amended, requires that any firm handling hazardous chemicals provide information to the fire chief upon request. This allows the fire department to gather information on each chemical so that the requirements of Act No. 154 can be met.

To assist our department in fulfilling its responsibilities under Act No. 154, we are requesting that you complete the enclosed survey. If your firm does not use or produce any hazardous chemicals (see attached definitions), you still need to complete the form. This information can be beneficial to you and your firefighting personnel when responding to a fire or other emergency at your facility.

If the information you provide indicates that your firm is a user or producer of hazardous chemicals and the chemicals on site meet or exceed the specified quantities, we will be contacting you for further information. This may include material safety data sheets (MSDS); a listing of the hazardous chemicals by name, along with the greatest amount that may be located on site at one time; and the actual locations of the chemicals at your facility.

Please complete the survey and forward to *Lansing Township Fire Department- 3301 W Michigan Ave. Lansing MI 48917* within ten days. All surveys, including negative responses, will be kept on file for future use and to satisfy Act No. 154 requirements. If there is a change concerning the use, production or quantity of hazardous chemicals at your firm in the future, please contact this department so that we may update our files.

If you have any questions, please contact Lansing Township Fire Department at 517-485-5443. Thank you for your cooperation.



Richard A. Curry, Fire Chief
Lansing Township Fire Department

Attachment B
Bulletin 9 - Fire Department Hazardous Material
Emergency Planning Responsibilities (Rev. 9-09)

Chemical Survey

Information: This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. Fire Chiefs are required to collect chemical data under the Michigan Occupational Safety and Health Act, PA 154 of 1974, as amended, and the Fire Prevention Code, PA 207 of 1941, as amended.

Instructions: Indicate below whether your site uses or produces any of the chemical types listed. Check all the categories that apply when a chemical has more than one characteristic, (example: both a Class 3 flammable and a Class 6 poison), see definitions. Each chemical group listed in this survey includes a specified quantity. Indicate the quantity category for each chemical group on your site. To complete this survey, you may need to reference Material Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions.

(Note: You must complete each line. Do not leave blanks. If you do not use a chemical group listed, mark "DO NOT HAVE" box.)

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Chief. In addition, a revised survey will be requested periodically as the Fire Chief determines necessary, but a least once every five years.

This survey may be followed-up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical lists maintained under the Employee Right to Know provisions of MIOSHA and other information.

Please return this questionnaire as indicated in the attached cover letter.

This site is: (please circle one)

Chemical User - (Chemicals used in activities on site)

Chemical Producer - (Chemicals manufactured at this site, includes packaging)

Other - Circle this box if chemicals are stored on site, but not used or produced.
Please Specify (Examples: service station, retail store, storage facility)

	Date Completed: _____
Name of Premises:	_____
Site Address:	_____

Site Telephone:	_____

Emergency Contacts: (Include Private Alarm/Security Companies)		
Name/Title	Business Telephone	Home Number

Respond based on the maximum quantity you would have on-site, including storage, at any one time during the year.

Check 1 Box for Each Category				
Chemical type	Specified quantity	Have at or Above Specified Quantity	Have but Below Specified Quantity	Do Not Have
Class 1				
Explosives & Blasting Agents (Not including Class C Explosives)	Any Quantity			
Class 2				
Poison Gas	Any Quantity			
Flammable Gas	100 gal. water capacity			
Non-Flammable Gas	100 gal. water capacity			
Class 3				
Flammable Liquid	1,000 gallons			
Combustible Liquid	10,000 gallons			

Class 4				
Flammable Solid (Dangerous when wet)	100 lbs.			
Flammable Solid	500 lbs.			
Spontaneously Combustible Material	100 lbs.			
Class 5				
Oxidizer	500 lbs.			
Organic Peroxide	250 lbs.			
Class 6				
Poison	500 lbs.			
Irritating Material: Liquid	1,000 gal.			
Irritating Material: Solid	500 lbs.			
Class 7				
Radioactive Material (Yellow III Label)	Any Quantity			
Class 8				
Corrosives: Liquid	1,000 gal.			
Corrosives: Solid	500 lbs.			
No DOT Category				
Known Human Carcinogen	Any Category			

Please return within ten days to the official indicated in the cover letter attached to this survey.

HAZARDOUS CHEMICAL DEFINITIONS

Carcinogen - A chemical is considered to be a carcinogen if: 1) it has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen; or 2) it is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition), or 3) it is regulated by OSHA as a carcinogen.

Combustible liquid - Any liquid having a flashpoint at or above 100 degrees F (37.8 degrees C), but below 300 degrees F (93.3 degrees C), except any mixture having components with flashpoints of 200 degrees F (93.3 degrees C); or higher, the total volume of which make up 99 percent or more of the volume of the mixture.

Corrosives - liquid and solid - Any liquid or solid that causes visible destruction or irreversible damage to human skin tissue. Also, it may be a liquid that has a severe corrosion rate on steel.

Explosives and blasting agent - (not including Class C explosives) - "Explosive" means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature. "Blasting Agent" means a material designed for blasting. It must be so insensitive that there is very little probability of: 1) accidental explosion, or 2) going from burning to detonation.

Flammable liquid - Any liquid having a flashpoint below 100 degrees F (37.8 degrees C), except any mixture having components with flashpoints of 100 degrees F (37.8 degrees C) or higher, the total of which makes up 99 percent or more of the total volume of the mixture.

Flammable gas - A gas that can burn with the evolution of heat and a flame: Flammable compressed gas is any compressed gas of which: 1) a mixture of 13 percent or less (by volume) with air is flammable, or 2) the flammable range with air is under 12 percent.

Flammable solid - A solid, other than a blasting agent, or explosive, that is liable to cause fire through friction, absorption or moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard.

Flammable solid (dangerous when wet) - Water Reactive Material (Solid) - Any solid substance (including sludges and pastes) which react with water by igniting or giving off dangerous quantities of flammable or toxic gases. (Sec.171.8)

Irritating material - liquid and solid - A liquid or solid substance which, upon contact with fire or air, gives off dangerous or intensely irritating fumes.

Non-flammable gas - Any compressed gas other than a flammable compressed gas.

Organic peroxide - An organic compound that contains the bivalent -O-O structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

Oxidizer - A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases. Example being: chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily.

Poison - Less dangerous poisons, toxic - substances, liquid or solids (including pastes and semi-solids) so toxic to man that they are a hazard to health during transportation.

Poison gas - Extremely dangerous poisons, highly toxic poisonous gases or liquids - a very small amount of the gas, or vapor of the liquid, mixed with air is dangerous to life.

Radioactive material (yellow 111 label) - Any material, or combination of materials, that spontaneously gives off ionizing radiation.

Spontaneously combustible material - (Solid) A solid substance (including sludges and pastes) which may undergo spontaneous heating or self-burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to air.