

NEW BUFFALO TOWNSHIP BUSINESS LICENSE
Building and Zoning Department
 17425 Red Arrow Highway, New Buffalo, MI 49117 - Phone (269) 469-1011



1. Application

Assessor Parcel Number (PN): _____
 Address: _____
 Name of Business: _____
 Mailing Address: _____
 Telephone #: Home: _____ Work: _____ Fax: _____
 Email Address: _____

2. Contact

Inspection Contact Name: _____ Cell Phone #: _____
 Inspection Contact Email Address: _____

3. Building Data

Property: New <input type="checkbox"/> Existing <input type="checkbox"/>	Business: New <input type="checkbox"/> Existing <input type="checkbox"/>	Business Establish Date:
Occupancy Type:	Occupancy Load:	Business Type:
Construction Type:	Monitored: YES <input type="checkbox"/> NO <input type="checkbox"/>	Company:
Number Of Emergency Exits:	Alarm: YES <input type="checkbox"/> NO <input type="checkbox"/>	TYPE OF INSPECTION: Annual/Regular <input type="checkbox"/> Occupancy Change <input type="checkbox"/>
Hazardous Materials: YES <input type="checkbox"/> NO <input type="checkbox"/>	Knox Box: YES <input type="checkbox"/> NO <input type="checkbox"/>	Construction/Acceptance <input type="checkbox"/>
Fire Protection System: YES <input type="checkbox"/> NO <input type="checkbox"/>	Serviced: YES <input type="checkbox"/> NO <input type="checkbox"/>	Company:
Fire Hydrant Distance _____ FT	Seasonal: YES <input type="checkbox"/> NO <input type="checkbox"/>	

4. Type of Ownership (check applicable box) Cooperative Corporation LLC Limited Partnership
 Non-Profit Partnership Sole Proprietorship Other: _____

Please check all that apply to your location

FIRE EXTINGUISHERS STANDPIPES SPRINKLER SYSTEMS HOOD SYSTEMS
 EMERGENCY LIGHTING EMERGENCY GENERATOR

5. Local Emergency Contact Information:

A representative or local contact person for the owner that may be reached in case of an emergency.
 This must be kept current.

Name: _____

Phone Number: (____) ____ - ____ Address: _____



6. Knox Boxes

We recommend looking into buying a Knox box, Knox padlock, Knox key switch, or other Knox device. It shall be installed per the Fire Code. Flush Knox boxes are recommended for security reasons. The fire inspector shall secure the keys in the Knox box. A Knox box will allow the fire department access into a structure during an emergency avoiding additional damage to property. Please contact the fire department for further information.

7. License Requirements

No person may commence or continue a business within the Township without having first obtained a Township license, therefore as hereinafter provided and without maintaining such licensing in current effect during any business operation or activity.

8. Purpose

This ordinance shall provide for the annual registration of all businesses with the Township. Information shall be collected for the following purposes:

1. Provide more adequate police and fire protection
2. Provide more equal and equitable real and personal property taxation
3. Planning for public utility services within the Township
4. More comprehensive and informed planning and zoning for uses of land and structures within the Township
5. Establish a registry of businesses operating within the Township for the general information of the public, and for the promotion of the Township

9. Fundamental Requirements and Minimum Inspection Frequency

NFPA 1 Fire Code 2018 edition is applicable to both new and existing occupancies. Per Section 10.1.1, every new and existing building or structure shall be constructed, arranged, equipped, maintained, and operated in accordance with this Code so as to provide a reasonable level of life safety, property protection, and public welfare from the actual and potential hazards created by fire, explosion, and other hazardous conditions.

Code plays a role in a building during both construction of the building as well as maintenance throughout the life of the building. The enforcement of a building does not stop once its construction is complete and a certificate of occupancy is received. Section 10.2.7 which prescribes the minimum fire prevention inspection frequencies for existing occupancies. The provisions of 10.2.7 shall not apply to detached one- and two-family dwellings or townhomes.

Table 10.2.7.1 Minimum Inspection Frequency

Occupancy Risk Classification	Frequency
High	Annually
Moderate	Biennially
Low	Triennially
Critical infrastructure	Per AHJ



10. Approval Conditions

All enforcement will be by the “New Buffalo Township UNIFORM FIRE CODE Ordinance”. Please review the **CONTRACTORS AND BUSINESS FIRE INSPECTION GUIDE**. This guide provides important inspection and testing information and Certificate of Occupancy requirements that will assist the Fire Inspector in completing an inspection and assisting you with finishing your project.

Our goal is to achieve compliance with the Fire Code by partnering and assisting you with the completion of you project within your deadlines. In order to be successful in this endeavor, communication is critical. If you communicate your issues to the fire inspector, an early solution can generally be worked out that will satisfy everyone.

11. VIOLATIONS:

Any person, firm, association, partnership, corporation, or governmental entity who violates any of the provisions of this Ordinance or the Uniform Fire Code adopted hereunder shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute, which shall be punishable by civil fine determined in accordance with the following schedule:

	Minimum	Maximum
1st Offense within -year period*	\$ 150.00	\$500.00
2nd Offense within -year period*	\$ 250.00	\$500.00
3rd Offense within -year period*	\$ 350.00	\$500.00
4th or More Offense within -year period*	\$ 500.00	\$500.00

* Determined based on the date of commission of the offense(s)

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, to which the Township of New Buffalo has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than \$20.00 nor more than \$500.00 be ordered. In addition, the Township of New Buffalo shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this

12. Penalty Clause

Any violation of this ordinance, or any part thereof, shall be punishable by a fine not to exceed \$500 plus court costs and/or confinement in the County Jail for a term not to exceed 90 days. In addition, the Township specifically reserves the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order or other appropriate remedy to compel compliance with this ordinance.

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13. Signature And Understanding Of Request

Has the owner or the duly authorized applicant read all the standard conditions and answered all the questions honestly based on their understanding? **YES** **NO**

For inspection, testing and maintenance requirements that apply to your building's new fire alarm system the owner or the duly authorized applicant has read and understands the **CONTRACTORS ACCEPTANCE TESTING GUIDE?** **YES** **NO**

If construction, alteration, or demolition of a building is necessary the owner or the duly authorized applicant has read and understands the **CONTRACTORS GUIDE?** **YES** **NO**

If structure is preexisting and only requires regular inspection owner or the duly authorized applicant has read and understands the **BUSINESS FIRE INSPECTION GUIDE?** **YES** **NO**

Applicant's Signature: _____ Date: _____.

-----**For Office Use Only**-----

At the time of submittal, the applicant must pay the annual business license fee.
If the application is not approved, only the business license fee will be refunded.

Submittal Date: _____ Amount Paid: _____

Parcel Reference # _____ Date determined to be complete: _____

Approved by: _____ Inspected by: _____