

CHARTER TOWNSHIP OF PORT HURON



3800 Lapeer Road
Port Huron Twp., Michigan 48060

Phone: (810) 987-6600
Fax: (810) 987-6712

Welcome to Port Huron Township!

We are here to assist you with any questions and concerns that you may have. It is important to us that your business thrive and become an integral part of our community.

This is your Business License Application Packet. The packet contains an application requesting a Business License, Fire Inspection Checklist and a list of Zoning and Building requirements, to ensure that your type of business (as stated on your application) is located in a properly zoned area.

Complete the application and return it with the \$45.00 fee to Port Huron Township. Issuance of the requested business license is contingent upon the Zoning Administrators review of your request, the results of your upcoming inspections by the Building Inspector and the Fire Inspector. They are here to help you and to ensure that your business is safe for yourself, your employees, and your customers.

The inspectors will contact you within the next 10 days, to schedule a preliminary visit. They will note any violations of law, ordinance or State and local code violations and make you aware of any necessary corrections. The Business License will be issued and mailed upon approvals or once any violations are corrected and approved.

Refusal to permit Township Inspectors access to your property, or avoidance of inspections, will delay the issuance of your business license. Failure to comply with any ordinance, code, law, or violation notice may also result in additional fees, fines, denial of your license, or a red placard notice stating a business violation on the face of the building.

To help you properly prepare your business for safe operation and for your inspections please carefully review each item enclosed and complete the forms as indicated. If you have any questions please contact the Port Huron Township office.

NOTE: In accordance with township ordinance you will not be authorized to operate said business in the township without a current Business License.

Thank you,
Veronica Caplinger
Business Licensing Department
(810) 987-6600 ext. 10
vcaplinger@porthurontownship.org



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\$45.00 APPLICATION FEE REQUIRED AT TIME OF APPLICATION MUST BE RENEWED 12/31

This is a renewable non-transferable license that expires on December 31st annually, regardless of application date. Renewal reminders will go out in November of each year. It is the businesses responsibility to obtain renewal. It is a violation of Township Ordinance to operate without a business license. Fees help cover administrative costs and required inspections for your business.

COMPLETE THE FOLLOWING INFORMATION

Please do not leave spaces blank if something doesn't apply please mark N/A

Tax ID/State of MI Business License Number: _____

Business Name as it is to Appear on License: _____

Description of Goods/Services Offered: _____

Is the above description a **Change of Use** from the buildings previous? YES _____ NO _____

If so please describe the current use: (note follow up will be conducted)

Owner's Name: _____ Phone: _____

Does this Business operate under a different name than appears on the business license i.e. Corporate Name or an LLC etc? If so, please provide the name:

Physical Address of Business:

Mailing Address (if different from physical address):

Business Location Phone: _____ Business Email: _____

Contact Person Name: _____ Phone: _____

In the case of an emergency we require a contact person (For Emergencies Only)

Emergency Contact: _____ Phone: _____

I swear or affirm that the statements contained in this application are true and correct and that I have authority to sign and to furnish the statements contained in this application.

Signature: _____ Date: _____

OFFICE USE ONLY:

ZONING APPROVED? YES _____ NO _____ Zoning Admin Signature: _____

Date: _____ NOTES: _____

BUILDING DEPT APPROVAL? YES _____ NO _____ Bldg. Admin Signature: _____

Date: _____ NOTES: _____

FIRE DEPT APPROVAL? YES _____ NO _____ Fire Inspector Signature: _____

Date: _____ NOTES: _____



The Charter Township of Port Huron Fire Department

3848 Lapeer Rd. Port Huron, MI 48060 (810)982-3543 fax 982-7129

What do I need for my New Business, Fire Inspection?

As part of your new business license, may be visited by an inspector from the Port Huron Township Fire Department. They will enforce the 2015 International Fire Code. The requirements for each business are different based on the occupancy. Below are the common violations:

- ✓ **Exits** – Exits must have signs that are illuminated in the dark. Emergency lighting may be needed also in the event of power failure. Exit doors must remain unlocked when the building is occupied.
- ✓ **Fire Extinguishers** – this is based on your occupancy. The minimum size is one 5 (Five) pound ABC extinguisher. (The kind that has a hose attached). These are available from any supplier or hardware store. Extinguishers must be mounted on the wall near an exit and with the inspection tag and pin sealed on the unit. Also, employees need to know how they work!
- ✓ **Housekeeping** – The Business must be kept clean and orderly with clear access to exits and fire equipment. Any flammable materials like trash, clothes, plastic etc..... shall be stored at least 3 (Three) Feet away from ignition sources like furnaces, heaters and machinery.
- ✓ **Electrical** – All electrical panels and circuit breakers shall be in good working condition. There must be 3 feet of clearance around the panels also. No uncovered electrical boxes or exposed wiring. Extension cords cannot be run through walls under rugs or under doors. They cannot be nailed or stapled. Extension cords are only for temporary use.
- ✓ **Hazardous Materials** – *A Chemical Survey form must be filled out; this comes with your Business License Packet.* Flammable liquids must be stored in safe manner. 10 (Ten) gallons or more must be stored in a flammable storage cabinet. Class 1 flammables (gasoline) must be stored in metal safety cans.
- ✓ **Business address numbers** – Must be visible from the road. Minimum 4 inches high with contrasting color.
- ✓ **Fire lanes** – Signs must be posted and lanes kept clear. Vehicles can be ticket and towed.
- ✓ **Fire protection Systems** – Devices such as sprinkler systems, fire alarm systems, paint booth and cooking hood systems must be tagged and maintained.
- ✓ **“Key Box”** – The inspector may require a key box to be installed at your business. This is a special-order item that uses the fire department key system.

These are basic guidelines to allow you to prepare for our inspections. There may be variations to this guide based on your business and its risks. The inspection will allow for time to correct any violations that are not immediately Life Threatening.



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Dear Business Owners,

As part of the issuance of your new business license, you will be visited by an inspector from the Port Huron Township Zoning and Building Department. They will enforce the PHT Zoning Ordinance and 2015 Michigan Building Code requirements concerning your building. The requirements for each business are different based on the occupancy. Below are common violations, some of which are duplicated in both the building and fire codes.

These are basic guidelines to allow you to prepare for our inspections. There may be variations to this guide based on your business and its risks. The inspection will allow for time for you to correct any violations that are not immediately Life Threatening. The requirements for the correction of items that are life threatening or are a violation of the Zoning restrictions may not allow for the opening of your business. Other issues such as the installation of Dumpster Enclosures or addressing accessibility issues may allow for your business to open but require corrections within 3 to 6 months depending on conditions and the time of year.

BUILDING CODE ISSUES

- ✓ **Business address numbers** – Must be visible from the road. Minimum 4” high with contrasting color.
- ✓ **Exits** – Exits must have signs that are illuminated in the dark. Emergency lighting may be needed also in the event of power failure. Exit doors must remain unlocked when the building is occupied.
- ✓ **Fire Separation Requirements** – In some situations the change of the use of a building to another use may require building construction to take place that prevents or retards the spread of fire from one section to another, including building vertical or horizontal fire separation walls.
- ✓ **Fire protection Systems** – Devices such as sprinkler systems, fire alarms, paint booth and cooking hood systems may also be required, depending on the business, and must be approved and maintained.
- ✓ **Accessibility** – Where an existing building undergoes a partial or complete change in occupancy, there are many times physical changes that need to be made to the building for physically challenged individuals. These can include changes in exits and elevator access as well as accessible toilet rooms.
- ✓ **Permits for building, electrical, plumbing or mechanical** – Where any construction takes place, due to the requirements above or not, permits are required and only licensed contractors may perform the work. Plans may also be required that are sealed by an architect licensed by the State of Michigan.

ZONING CODE ISSUES

- Businesses Occupancies** – Any new business occupancy or change of business use in a structure requires approval from the Port Huron Township Zoning Department as well as the Building, Fire, and Business License Departments. The use must be listed as a permitted use in that District and may require Planning Commission and Township Board approval prior to occupancy as well as approval by the other departments.
- All Businesses are required to provide screening for trash receptacles as listed in the Zoning Ordinance as follows: Sec. 40-733. - Trash removal and collection**
Dumpsters are required as an accessory to any use other than single- and two-family residential uses, subject to the following conditions:

(1) *Location*

Dumpsters shall be permitted in the side or rear yard provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure, and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located and shall be located as far as practicable from any adjoining residential district.

(2) **Concrete pad**

Dumpsters shall be placed on a concrete pad. The concrete pad should extend a minimum of three feet in front of the dumpster enclosure.

(3) **Screening**

Dumpsters shall be screened from view from adjoining property and public streets and thoroughfares. The screening shall be on three sides with a permanent building, decorative masonry wall, wood fencing or earth mound not less than six feet in height or at least six inches above the height of the enclosed dumpster, whichever is taller. The fourth side of the dumpster screening shall be equipped with an opaque lockable gate that is the same height as the enclosure around the other three sides.

(4) **Bollards**

Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence.

(5) **Site plan requirements**

The location and method of screening of dumpsters shall be shown on site plans to be submitted for review and approval.

Drawings like these below are required to be submitted along with an application for a building permit, and must be reviewed and approved by the Building and Fire Departments.

