

**APPLICATION FOR PERMISSION TO DO BUSINESS IN  
MUSKEGON CHARTER TOWNSHIP**

**FEE: \$50 NON-REFUNDABLE APPLICATION FEE AFTER 48 HOURS**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

MI TAX I.D. NUMBER: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

BUSINESS HOURS OF OPERATON: \_\_\_\_\_

PLEASE DESCRIBE YOUR BUSINESS OPERATION IN DETAIL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF INSURANCE COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

BUILDING OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**EMERGENCY CONTACTS: (BREAK IN, FIRE, ELECTRICAL PROBLEMS)**

CONTACT #1: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CONTACT #2: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I FULLY UNDERSTAND THE ORDINANCES AND BUSINESS REQUIREMENTS OF MUSKEGON CHARTER TOWNSHIP. I FURTHER UNDERSTAND THAT IF ANY CHANGES OCCUR FROM THOSE LISTED OR REQUIRED BY THE TOWNSHIP, INCLUDING BUT NOT LIMITED TO STORAGE OF COMBUSTIBLE MATERIALS, CHANGES IN NATURE OF THE BUSINESS, CHANGE OF OWNERSHIP, EMERGENCY CONTACT INFORMATION, AND ETC... I MUST NOTIFY MUSKEGON CHARTER TOWNSHIP IN WRITING WITHIN (10) WORKING DAYS OF SAID CHANGES OR FACE POSSIBLE FINES AND /OR REVOCATION OF MY BUSINESS LICENSE. THE APPLICANT IS THE ONLY PERSON AUTHORIZED TO MAKE ANY CHANGES TO THIS APPLICATION.**

\_\_\_\_\_  
**BUSINESS OWNERS SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINTED NAME**

**SIGNATURES OF OFFICIALS:**

APPROVED BY BUILDING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY FIRE INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY ZONING ADMIN: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY CHIEF OF POLICE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY ASSESSOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY TREASURER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY TOWNSHIP CLERK: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:**

**NEW BUSINESSES (EXCLUDING HOME OCCUPATIONS) MUST SUBMIT A SEALED DRAWING SHOWING THE INTERIOR BUSINESS LAYOUT TO THE INSPECTION DEPT. (MINIMUM SIZE 11" X 17").**

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**BUSINESS LICENSE NUMBER:** \_\_\_\_\_ **DATE PAID:** \_\_\_\_\_

**ENTERED INTO COMPUTER:** \_\_\_\_\_

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**NOTES:**

**FIRE CHIEF**  
Matt Ambrose

**STATION 1**  
1117 S. Walker  
Muskegon, MI 49442  
Office: (231) 773-4316



**DEPUTY FIRE CHIEF**  
Thea M. Dornbush

**STATION 2**  
1699 N. Getty  
Muskegon, MI 49445  
Office: (231) 744-4365

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 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 Safety Data Sheets (SDS); 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 it to Muskegon Charter Township Hall, 1990 E. Apple Ave. Muskegon, Michigan 49442 within ten days. This should be included with your business registration that was sent as part of this packet. All surveys, including negative responses (those with no chemicals), 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 the Fire Prevention Office at (231) 773-4316. Thank you for your cooperation.

Sincerely,

***Matt Ambrose***

Matt Ambrose  
Fire Chief

## CHEMICAL SURVEY

**Information:** This survey is requested to determine the quality 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 (MIOSHA), P.A. 154 of 1974, as amended, and the Fire Prevention Code, PA 207 of 1974, as amended.

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

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

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

This survey may be followed up with a request for more detailed information. This may include a request for 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:

- Chemical User- (Chemicals consumed in activities on site)
- Chemical Producer – (Chemicals manufactured at this site, includes packaging)
- Other – Mark this box if chemicals are stored on site, but not used or produced.  
Please specify (Examples: service station, retail store, storage facility)

Name of Premises: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Site Address: \_\_\_\_\_ Site Telephone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACTS: (include private alarm/security companies)**

Name/Title	Business Telephone	Home Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**CHECK ONE LINE FOR EACH CATEGORY**

<u>CHEMICAL TYPE</u>	<u>SPECIFIED QUANTITY</u>	<u>HAVE AT OR ABOVE SPECIFIED QUANTITY</u>	<u>HAVE BUT BELOW SPECIFIED QUANTITY</u>	<u>DO NOT HAVE</u>
<b><u>CLASS 1</u></b>				
Explosives & Blasting Agents (Not including Class C Explosives)	Any Quantity	_____	_____	_____
<b><u>CLASS 2</u></b>				
Poison Gas	Any Quantity	_____	_____	_____
Flammable Gas	100 gal. Water cap.	_____	_____	_____
Non-Flammable Gas	100 gal. Water cap.	_____	_____	_____
<b><u>CLASS 3</u></b>				
Flammable Liquid	1,000 gallons	_____	_____	_____
Combustible Liquid	10, 000 gallons	_____	_____	_____
<b><u>CLASS 4</u></b>				
Flammable Solid (Dangerous when wet)	100 lbs.	_____	_____	_____
Flammable Solid Spontaneously Combustible Material	500 lbs.	_____	_____	_____
	100 lbs.	_____	_____	_____
<b><u>CLASS 5</u></b>				
Oxidizer	500	_____	_____	_____
Organic Peroxide	250 lbs.	_____	_____	_____
<b><u>CLASS 6</u></b>				
Poison Irritated Material	500 lbs.	_____	_____	_____
Liquid	1,000 lbs.	_____	_____	_____
Solid	500 lbs.	_____	_____	_____
<b><u>CLASS 7</u></b>				
Radioactive Material (Yellow III Label)	Any quantity	_____	_____	_____
<b><u>Class 8</u></b>				
Corrosives:				
Liquid	1,000 gal.	_____	_____	_____
Solid	500 lbs.	_____	_____	_____
<b><u>No Dot Category</u></b>				
Known Human Carcinogen	Any quantity	_____	_____	_____

## HAZARDOUS CHEMICAL DEFINITIONS

### CHEMICAL TYPE

### DEFINITIONS

<b>Poison gas</b>	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.
<b>Poison</b>	Less dangerous poisons, toxic – Substances, liquid, or solids (included pastes and semi-solids) so toxic to man that they are a hazard to health during transportation.
<b>Flammable gas</b>	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 thirteen percent or less (by volume) with air is flammable, or (2) the flammable range with air is under twelve percent.
<b>Non-flammable gas</b>	Any compressed gas other than a flammable compressed gas.
<b>Flammable liquid</b>	Any liquids having a flashpoint below 100 degrees (37.8 degrees C), or higher, the total of which makes up 99 percent or more of the total volume of the mixture.
<b>Combustible liquid</b>	Any liquids having a flashpoint at or above 100 degrees F (37.8 degrees C), but below 200 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.
<b>Corrosives (liquid and solid)</b>	Any liquid or solid substance which, upon contact with fire or air, gives off dangerous of intensely irritating fumes.
<b>Irritating material</b>	A liquid or solid substance, upon contact with fire or air, gives off dangerous or intensely irritating, fumes.
<b>Explosives or blasting agent</b> (not including class C)	<b>Explosive:</b> means a chemical that causes a sudden almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature. <b>Blasting Agent:</b> A material designed for blasting. It must be so insensitive that there is very little probability of: (1) accidental explosion or (2) going from burring to detonation.
<b>Radioactive material off ionizing radiation.</b>	Any material, or combustion of materials, that spontaneously gives (yellow 111 labels)
<b>Flammable solid</b> (Dangerous waste material)	Any solid substance (including sludge and pastes) which react with water by igniting or giving off dangerous quantities of flammable or toxic gases. (Sec. 171.8)
<b>Flammable Solid</b>	A solid, other than a blasting agent, or explosive, that is liable to cause fire though friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily or when ignited burns so vigorously and persistently as to create a serious hazard.
<b>Spontaneously combustible</b>	Spontaneously Combustible (solid) – A solid substance (including material sludge and pastes) that may undergo spontaneous heating or self-burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to air.
<b>Oxidizer</b>	A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or though the release of oxygen or other gases. Example being: Chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily.

**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.

**Carcinogen**

A chemical is considered to be a carcinogen if: (a) It has been evaluated by the International Agency for Research on Cancer (IARC), and found to be a carcinogen or potential carcinogen or: (b) 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 (c) It is regulated by MIOSHA as a carcinogen.

# HOME OCCUPATION INFORMATION SHEET

Zoning Ordinance Sec. 58-69

- **ALL APPLICATIONS FOR HOME BUSINESS LICENSE REQUIRE A DRAWING OF THE FLOOR PLAN OF THE HOME. IF YOU INTEND TO MAKE CHANGES TO THE AREA IN THE FUTURE, A NEW SITE PLAN MUST BE SUBMITTED TO THE INSPECTION DEPARTMENT.**
- The home occupation must be conducted in the home building by members of the family residing, and no one shall be hired by the person to whom a home occupation permit is granted.
- No home occupation shall occupy more than 20 percent of the floor area of the home building; provided, however, that in no event shall the home occupation occupy more than 300 square feet. No rooms which are constructed or erected by the conversion of a garage, porch or other similar part of a home building not included in the floor area of the home building originally shall be considered as part of the floor area until two years after the date of the completion thereof as shown by the records of the building official.
- For the purposes of identification, one non-illuminated nameplate not exceeding three square feet in area shall be permitted. Such identification name plate shall identify only the name and profession, vocation or trade of the person or persons operating the home occupation. No other sign shall be utilized in connection with such home occupation.
- No motors other than electrically operated motors shall be used in conjunction with the home occupation. The total horsepower of all electrical motors utilized in the home occupation shall not exceed three horsepower. No single electrical motor used in the home occupation shall exceed one horsepower. All electrical motors and equipment used in the conduct of the home occupation shall be shielded so as not to cause radio or television interference for adjoining properties.
- In no event shall the use of a home building for a home occupation alter the residential character of the home building.
- No merchandise or articles for sale shall be displayed on the lot or parcel of land utilized for the home occupation.
- No article or material used in connection with the home occupation shall be stored other than in the home building.