



CITY OF MUSKEGON GUIDE TO SHORT-TERM RENTALS

INFORMATION PACKET AND GUIDELINES

February 2024

CITY OF MUSKEGON SHORT TERM RENTAL CHECKLIST

TO BE PROVIDED BY APPLICANT

In order for a short-term rental application and/or renewal to be complete, the following documents must be submitted. If any documents are missing; the application must be returned to the applicant along with a letter outlining the missing elements.

- \$500 Rental Registration (Short term)
- City of Muskegon Short Term Rental registration
- Signed Applicant Statement
- Notarized letter of authorization from the owner to the applicant, if applicant is not the owner of the premises sought to be licensed.
- Name, address, phone number, fax number (if available), and email address of a local agent to be available to receive notices and respond to complaints from the neighbors or the City, 24 hours per day, 7 days per week if Licensees do not reside permanently in Muskegon County.
- Description of premises proposed to be used for short term rentals:
 - Number of bedrooms
 - Number of bathrooms
 - Maximum capacity
 - Parcel I.D. number and legal description of property
- Certificate of general liability insurance coverage issued by an insurance company licensed to do business in the State of Michigan covering the premises and insuring the licensee against risks arising from commercial rental activities on the premises.
- Dwelling Fire Insurance a minimum of \$10,000 in dwelling fire insurance

CITY OF MUSKEGON RENTAL REGISTRATION SEARCH

The city's [rental registration search](#) is made available for the benefit of both rental property owners and tenants. Please click through the above link to search by any part of the address using the form.

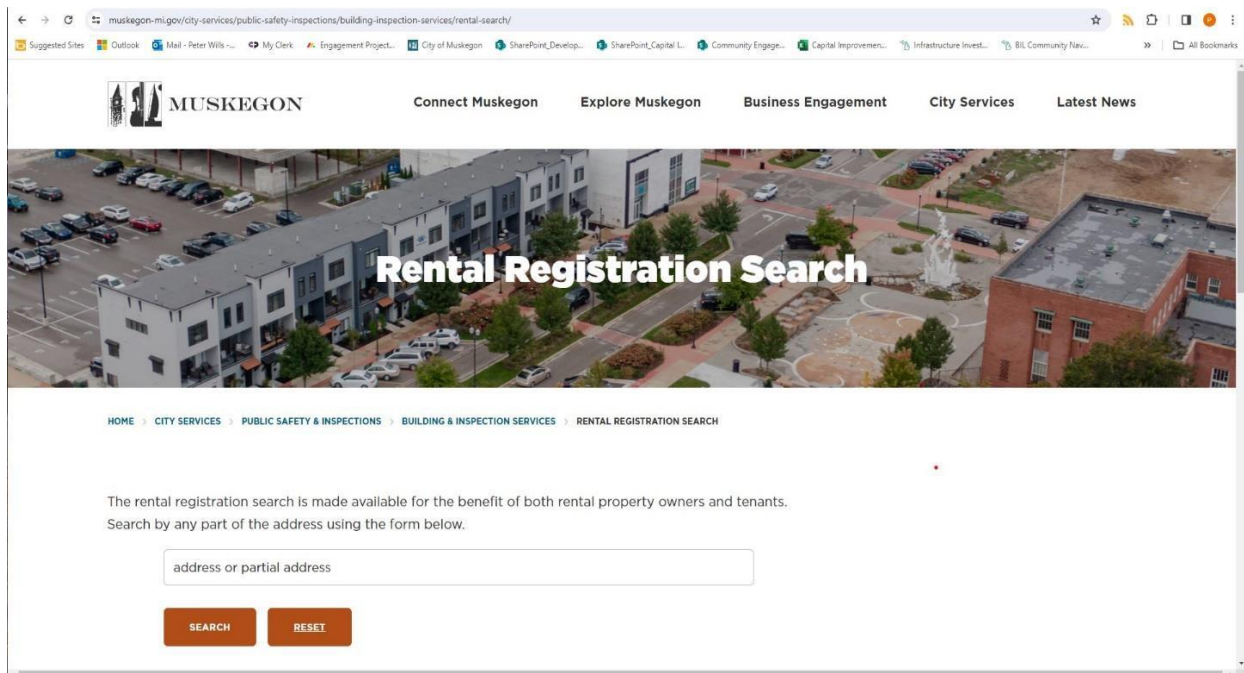
For Tenants

Tenants and prospective renters can use the tool to ensure their rental unit is properly registered with the City and has met requirements of the City's rental housing code. If you are considering renting a property in the City of Muskegon that is not shown here, please contact the Building & Inspections Services Department by calling (231) 724-6766.

For Rental Property Owners

Rental property owners can use the tool to monitor the registration status of their regular rental units or short-term rental units.

Call the Building & Inspections Services Department at (231) 724-6766 with any questions.



The screenshot shows a web browser window displaying the City of Muskegon's Rental Registration Search page. The browser's address bar shows the URL: muskegon-mi.gov/city-services/public-safety-inspections/building-inspection-services/rental-search/. The page features a navigation menu with links for Connect Muskegon, Explore Muskegon, Business Engagement, City Services, and Latest News. Below the navigation is a large aerial photograph of a residential area with the text "Rental Registration Search" overlaid in white. A breadcrumb trail reads: HOME > CITY SERVICES > PUBLIC SAFETY & INSPECTIONS > BUILDING & INSPECTION SERVICES > RENTAL REGISTRATION SEARCH. The main content area contains the text: "The rental registration search is made available for the benefit of both rental property owners and tenants. Search by any part of the address using the form below." Below this text is a search input field with the placeholder text "address or partial address". At the bottom of the form are two buttons: "SEARCH" and "RESET".

CITY OF MUSKEGON COMMON RENTAL INSPECTION REQUIREMENTS (NOT AN EXHAUSTIVE LIST)

INTERIOR

Smoke Detection Requirements:

- In each sleeping room
- Outside each sleeping room within 6' (close proximity) of the entrance top of stairways with doors
- Basements

Smoke Detection NOT required:

- Not in crawl spaces
- Not in uninhabitable attics

Installation near Bathrooms:

- Smoke detectors shall NOT be installed within 3' of the bathroom door if bathroom has a shower or bathtub

Smoke Detectors near Cooking Appliances:

- Smoke detectors shall NOT be located within 20' horizontally from a permanently installed cooking appliance
- Ionization smoke detectors with an alarm silencing switch shall NOT be installed within 10' from a permanently installed cooking appliance

Hardwired and Interconnection of Smoke Detectors:

- Where more than one smoke detector is required to be hardwired and interconnected as required by code or by the code official, the hardwired and interconnected smoke detectors must be maintained as such for the life of the structure. Battery only replacements are not acceptable replacements

Service Life of a Smoke Detector:

- The National Fire Code (NFPA) requires all smoke detectors to be replaced after 10 years from the date of manufacture. Smoke detectors must have a manufacturer's date posted on the unit, if a date cannot be located, the smoke detector must be removed from service and replaced.

Smoke Detector Placement:

- Smoke detectors are most effective when mounted on the ceiling. If mounting on a ceiling, the smoke detector must be at least 4" from the wall.

- If a smoke detector is mounted on a wall, it must be no closer than 4" from the ceiling and no lower than 12" from the ceiling.

Smoke Detector Replacement:

- Anytime a smoke detector must be replaced or the inspector finds a defective, outdated or missing, the new smoke detector must have sealed-in lithium battery power supply; no battery replacement required over the 10 year life of the detector.

Carbon Monoxide (CO) Alarms:

- Currently the City of Muskegon does not require CO alarms. NFPA requires CO alarms to be mounted at least 15' from a device creating CO and midway between the ceiling and the floor.

EXTERIOR

Fences:

- All fencing must be in good repair, secure and plumb any missing sections or pickets must be replaced peeling paint must be scraped and fence repainted
- Gates must operate and have a latching or locking device

Garages & Sheds

- Overhead doors must be secure and any rotted door sections must be replaced
- Overhead door openers are not required but an open is present, the opener must be operational and all manufactures safety devices must be operational
- Peeling paint must be scraped and repainted
- Service doors must latch and or lock and if wood, must be painted with exterior paint
- All electrical outlets must be GFCI protected
- Roofs must the roofing requirements as described in the code
- Metal sheds with damaged roofs from excessive snow or other damage; the entire shed must be removed
- Siding and siding corners, trim and other siding components must match in color and materials
- Attached garages must have a minimum of ½" drywall on walls to the home

Gutters & Down Spouts

- All gutters down spouts on all structures must be maintained
- Gutters must have downs spouts and down spouts must be positioned away from the structure

Roofs

- ❑ All roofs must be free of leaks and moss
- ❑ Roofs that are totally deteriorated, curling or missing must be replaced (with the necessary building permits)
- ❑ Roof repairs materials and color must blend with the existing roof
- ❑ All unused satellite dishes, receivers, or similar devices must be removed from the roof

Siding & Trim

- ❑ Siding and trim must be free of peeling paint. Any peeling paint must be scraped before painting and painted with an exterior grade paint
- ❑ Vinyl siding materials must match with color and materials
- ❑ Siding corners must in good condition free of cracks, dents and attached correctly
- ❑ Siding corner materials must match with color and materials

Address Numbers

- ❑ House numbers must be legible from the street fronting the property. Numbers must be a minimum of 4" in height and ½" width. Numbers must have contrast with their background.
- ❑ Apartments: Each entrance to each apartment must have the correct number or letter attached on or adjacent to the door

Utilities

- ❑ All utilities must be on at time of inspection

Electrical

- ❑ Ground Fault Circuit Interruption (GFCI) devices must be within 6' of any sink, tub, or laundry tub
- ❑ Light globes or covers required on all lighting designed with light globes or covers
- ❑ Outlets and switches cannot be painted
- ❑ Outlets & switches must have covers
- ❑ Electrical panels and junction boxes must have covers
- ❑ Fuse boxes must be equipped with 115" type fuses and fuses must be sized according to wire size.
- ❑ Extension cords cannot be used in place of permanent wiring
- ❑ All electrical panels must be grounded to the water service with number 6 ground wire
- ❑ All water meters must have a ground wire 11 jumpered" around the meter
- ❑ Tenant must have free access to their electrical panel at all times
- ❑ Stairways must have light switches at the top and bottom of the stairways (3-way switches)

Plumbing

- ❑ All drains must have traps

- Fresh water lines must have pressure for a least 1 gallon per minute for a sink faucet
- All sewage backups must be cleaned and sanitized with bleach
- All piping must be approved for their use

Kitchen & Bathrooms

- All sinks must be caulked and fit correctly
- Tub surrounds, tile and grout lines must be free of mildew and or mold Tub surrounds must be caulked at the tub
- Exhaust fans must operate and free of dust and dirt Sink base cabinets must be free of rot or water damage
- Toilets must be bolted tight to the floor and caulked at the base Toilets must be free of cracks, clean and must a tank cover.
- Counter tops must be impervious to water, free of cracks or damage
- Sink spray unit must operate or sprayer removed and a hole plugged or covered

Porch & Steps

- Guardrails must openings no less than 4" apart
- Stairways with 4 or more steps must have handrails on both sides
- Stairways or porches higher than 30" from floor or ground must have railing protection
- Wooden porch floors must be sealed or painted
- Porches must be free of debris, trash, interior furniture and household items
- Cement steps cannot have wooden treads installed over the top if the rise and run (height & width) of the steps change

Infestation

- All infestation must be resolved prior to any inspection or the responsible party will be charged a Noncompliance fee
- Infestation of a one unit is the responsibility of the tenant for pest removal Infestation of two or more dwellings, the owner will be responsible for pest removal

Mechanical and Heating & Cooling Equipment

- All heating units (furnace), water heaters must be inspected by a licensed heating & cooling contractor at least once every four years or if new, four years from the date of installation
- Portable space heaters cannot be used as a permanent heating device Heat must be maintained at 70 degrees 3' from the floor
- All heat discharge must have registers
- All cool air returns must have covers or grills
- Thermostat must have face covers, operate and be attached to the wall
- Wood burning stoves and fireplaces that may be used by the tenant, must be inspected and certified safe by certified and license contractor

Doors

- All wooden doors must be painted or sealed
- All doors must have operating door knobs and hardware
- Exterior doors must be weather sealed
- Storm doors must have a closing device
- Storm doors must have glass or screens or a combination of both
- De-laminated, rotted or heavily damaged doors must be replaced
- Deadbolt locks cannot be keyed on both sides of the door. A turn knob or handle must be on the interior side of the door
- Exterior door must have locks
- Door and window trim must be complete, painted or sealed and attached correctly

Walls & Ceilings

- Walls and ceilings must be free of holes, cracks, rot, peeling paint and peeling wall paper
- All plaster and drywall repair must be finished and painted
- Ceiling tiles must be free of water damage and cracks
- Walls between 2 units must be fire resistant materials with a minimum of 5/8" drywall
- Attached garages must have a minimum of ½" of drywall (sealed) on walls to the home
- Paneling must be free of holes, rot and cannot be buckled

Flooring

- Floor covering must be complete, free of rips or tears and must be cleanable Floor covering must be sealed at the edges with trim or seam stripping
- Tiles floor grout must be complete and free of mildew or mold Vinyl flooring cannot be painted

Windows

- All ground floor windows must have locks
- Any cracked windows must be replaced
- Operable windows must open without force and shut correctly Exterior glazing must be complete
- Windows must be weathertight
- Closed off windows must match the siding or foundation
- Screens must be on all windows from April 30 to September 30
- All egress windows must be maintained as egress windows

CITY OF MUSKEGON SHORT TERM RENTAL FEE SCHEDULE

<input type="checkbox"/> Rental Registration	\$500.00 (includes one inspection)
<input type="checkbox"/> Late Fee if not paid in 30 days	\$50.00
<input type="checkbox"/> No Show/ Lock Out Fee	\$100.00 per unit
<input type="checkbox"/> Late Cancel Fee	\$100.00
<input type="checkbox"/> Second Inspections Fee	\$100.00 Per Unit

****Fees may change according to the City of Muskegon****

CITY OF MUSKEGON SHORT TERM RENTAL ENFORCEMENT PROCESS

If a short-term rental property is in violation of any City of Muskegon ordinances and the Police Department has evidence of the existence, the following steps will be taken to keep any nuisances under control.

- First violation a Muskegon Civil Infraction for \$250 is sent to the property owner.
- Second violation a Muskegon Civil Infraction for \$500 is sent to the property owner.
- Third violation results in a \$1,000 Muskegon Civil Infraction and the Short-Term Rental license for that property is revoked for up to one year.

CITY OF MUSKEGON SHORT TERM RENTAL APPLICANT STATEMENT

- I hold the title to a local property located in the City of Muskegon.

- I am the legal owner of the subject property or an authorized agency of the legal owner of record. I will obtain all necessary permits and complete any modification required to rent the property as a short-term rental. All statements on this application are true and accurate to the best of my knowledge. I understand that that if a license is issued based on false statements, or if I do not comply with all requirements, license approval may be revoked.

- I understand that a short-term rental license is non-transferable and non-assignable.

- I understand that there shall be no commercial activities conducted on the premises including, but not limited to, yard sales, festivals, retreats, class reunions, home occupations or similar uses.

I have read and understand the Applicant's Statement and agree to abide by the terms.

Applicant Signature _____ Date _____

CITY OF MUSKEGON SHORT TERM RENTAL LICENSEE RESPONSIBILITIES

- Licensees or his/her agent, must be available to receive notices and respond to complaints, 24 hours per day, 7 days per week.
- A Copy of the Certificate must be displayed inside of the dwelling, in case of an emergency.
- The address of the premises must be prominently displayed inside the main area of the dwelling, in case of an emergency.
- The licensee's and his/her agent's name, address, phone number(s) and email address must be displayed prominently in the main part of the dwelling and supplied, in writing, to occupants of the premise.
- Fire extinguishers, smoke detectors and carbon monoxide detectors must be properly mounted and kept fully charged and in good working order at all times.
- Any exterior signage must meet Zoning requirements and have a permit issued by the City.
- Licensee shall provide trash receptacles and follow the proper guidelines for weekly trash removal. (Dumpsters are not allowed)
- Licensee must ensure compliance with all applicable parking requirements of the City Code.
- Licensee must ensure compliance with other City Codes including, but not limited to, Open Burning, Fireworks and Disturbing the Peace.
- Licensee must list all "Good Neighbor" requirements on their online short-term rental listing.

I have read and understand the City of Muskegon Short Term Rental Licensee Responsibilities and agree to abide by the terms.

Applicant Signature _____ Date _____

A Good Neighbor Guide for City of Muskegon Visitor

(Owner copy)

Welcome to the City of Muskegon – We hope you enjoy your stay in our beautiful community. **Please remember that the home you are staying in is in a residential neighborhood.** To ensure our residents' enjoyment in their neighborhood we have established a "Good Neighbor Guide." Please respect our residents and our city by following these guidelines.

All Regulations Are Part of the City's Ordinances and Strictly Enforced by the Police Department

NOISE

- Quiet hours in the City of Muskegon are 11pm-7am daily
- Loud, unnecessary prolonged noises (i.e. loud music, shouting, and other disruptive noises) are not permitted at any time

PARKING

- Cars may not be parked on the front yard unless on a paved driveway
- Parking on the terrace (grass area between sidewalk and road) is prohibited
- Parking over sidewalks is prohibited
- Parking in alleys is prohibited
- Parking in front of mailboxes is prohibited
- Parking within 15 of a fire hydrant is prohibited
- Winter parking is enforced Dec 1 – March 1. Visit mkgcity.com/parking for details

Burning

- Open burning of leaves and waste is not permitted

I have read and understand the City of Muskegon Short Term Rental Guest Regulations and will have a copy of the regulations clearly presented in my short term rental property at all times.

Applicant Signature _____ Date _____

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