

Windsor Charter Township

Emergency Services Supplemental Rules & Regulations

Resolution No. 25-002

I. AUTHORITY TO PROMULGATE SUPPLEMENTAL RULES & REGULATIONS

Pursuant to *Windsor Charter Township Code of Ordinances No. 51 Section 3*, the Chief or designee is authorized to render interpretations of the Fire Code of Windsor Township (the “Code”) and to make and enforce rules and supplemental regulations in order to carry out the application and intent of its provisions. Such interpretations, rules and regulations shall be in conformance with the intent and purpose of the Code. The Windsor Charter Township Board of Trustees shall approve the *Supplemental Rules and Regulations*, including any modifications.

II. SCOPE AND GENERAL REQUIREMENTS

These rules and regulations shall be known as the Windsor Township Emergency Services Supplemental Rules & Regulations (the “Rules”). State regulations prevail whenever state law or regulations provide a higher standard or requirement than is provided in the Code or these Rules. Said state standards or requirements shall be construed as part of the Code and these Rules as if fully set forth in each, and shall be enforceable as part of each.

III. PERMITS REQUIRED

Operations and Materials	Permit Required	Cross Reference Section Number
Automatic Fire Suppression System	For installation, modification, or removal from service of any automatic fire suppression system. When an automatic fire suppression system is out of service for more than 4 hours in a 24- hour period the Emergency Services Department may require the building be evacuated or an approved fire watch be provided for all portions left unprotected by the fire protection system shutdown until the fire protection system has been returned to service.	13.1.1.1; 50.4.2
Carnivals and Fairs	Permit, fire plan review and fire inspection required to conduct a carnival or fair.	10.14.1
Crop Maze	Permit, fire plan review, and fire inspection required to operate a crop maze.	10.14.12.1
Exhibit and Trade Shows	Permit, fire plan review, and fire inspection required for operation of all exhibits and trade shows held within the Township.	20.1.5.5.1
Explosives	Permit, fire plan review, and fire inspection required for manufacture, sell, dispose, purchase, storage, use, possess, or transport of explosives within the Township.	65.9.2.1

Operations and Materials	Permit Required	Cross Reference Section Number
Fire Alarm/Detection System/Related Equipment	Permit required for the installation, modification, or removal from service of any fire alarm and detection systems and related equipment. When a fire alarm and detection system is out of service for more than 4 hours in a 24-hour period, the Emergency Services Department may require the building be evacuated or an approved fire watch be provided for all portions left unprotected by the fire alarm and detection system shutdown until the fire alarm and detection system has been returned to service.	13.1.1.1
Fire Pumps and Related Equipment	Permit required for the installation of, modification to, or removal from service of any fire pumps, jockey pumps, controllers, and generators.	13.1.1.1
Flame Effects (use of flame before an audience)	Permit, fire plan review, and inspection required for the use of flame effects before an audience.	65.4.2
Grandstands, Bleacher and Folding & Telescopic Seats	Permit, fire plan review, and fire inspection required for the construction, location, erection, or placement of grandstands, bleachers, and folding and telescopic seating.	25.1.2
Membrane Structures, Tents & Canopies – Temporary/Permanent	Permit, fire plan review, and fire inspection required for: (1) Permanent structures - the construction, location, erection, or placement; (2) Temporary structures – the erection or operation of an air-supported temporary membrane structure or tent having an area in EXCESS of 200 sq. ft. or a canopy in EXCESS of 400 sq. ft. <i>Exceptions: Temporary membrane structures, tents or canopy structures used exclusively for camping or in a residential setting.</i>	25.1.2
Open Burning / Open Fires	Permit required for open burning/open fires. Fire Chief or designated agent has authority to prohibit any or all open flames, an open recreational fire, and cooking fires or other sources of ignition, or any form of fire where circumstances make such conditions hazardous. Permit is only valid during daylight hours and must be extinguished by dark. Permitted open fires shall be located not less than 50 ft. from any structure. Open, recreational, and cooking fires shall be constantly attended by a competent person until such fire is extinguished. Permits shall not be required for cooking or recreational fires <i>Exception: Open burning is prohibited in the Village of Dimondale</i>	10.10.1; 10.10.4.1

Operations and Materials	Permit Required	Cross Reference Section Number
Place of Assembly	Permit, fire plan review, and fire inspection required to operate a place of assembly.	20.1.1.1
Private Fire Hydrants	Permit required for installation, modification, or removal from service of any private fire hydrants.	13.1.1.1
Standpipe Systems	Permit required for installation, modification, or removal from service of any standpipe system. When a standpipe system is out of service for more than 4 hours in a 24- hour period the Emergency Services Department may require the building be evacuated or an approved fire watch be provided for all portions left unprotected by the standpipe system shutdown until the fire standpipe system has been returned to service.	13.1.1.1
Special Outdoor Events	Permit, fire plan review and fire inspection required for the location and operation of special outdoor events.	10.14.1
Mobile and Temporary Cooking Operations	Permit and fire inspection required to operate a mobile and/or temporary cooking operations.	50.8.1.2

IV. PERMIT APPLICATION

The application for permit must be filled out entirely with all required supporting documents and presented to the Township Clerk's Office a minimum of thirty (30) days prior to event or requested activation of the permit. All associated fees shall be paid with the application.

V. DENIAL OF BURNING PERMIT

The Township will deny a Burning Permit under the following conditions:

- A. The Permit holder and/or address has outstanding violations.
- B. The Permit holder and/or address has 3 or more separate violation occurrences will not have a Burn Permit issued for the following calendar year.
- C. Should there been a violation of the Fire Code in reference to Burning Permit, after the one calendar year denial, the Permit will be voided for the remainder of that calendar.
- D. Should the Permit holder and/or address have violations after the Burn Permit has been voided or not issued for the following year, the Permit Holder and/or address shall not be eligible for a Burn Permit for 3 calendar years.
- E. Should any of these conditions be met for denial of Burning Permit, will have a Burning Permit Denial Letter from Windsor Charter Township Emergency Services advising them of the denial.

1. **Appeal Process:**

A request to appeal the Denial would be handled at a regular meeting of the Township Board of Trustees. The person and/or address denied would request in writing to the Township Clerk to be added to the agenda.

VI. CERTIFICATE OF OCCUPANCY

- A. Temporary Certificate of Occupancy.** A Temporary Certificate of Occupancy shall be permitted at the discretion of the Fire Chief or designee for the use of parts or portions of a building prior to completion of the entire building.
- B. Final Certificate of Occupancy.** Occupancy is prohibited before approval of a Final Certificate of Occupancy, which shall not issue until the following conditions have been met:
1. The completed project meets conditions of the construction permit, the approved construction documents including all amendments, and all prior approvals.
 2. All required fees, including any assessed penalties, have been paid.
 3. All necessary inspections have been completed, and the completed project meets the requirements of the applicable *Codes* and the *Rules*.
 4. All violations have been corrected, and any assessed penalties have been paid.
 5. All protective devices and equipment required to be installed by the applicable *Codes* and *Rules* will continue to be operational.

VII. FIRE ALARMS

It shall be prohibited to reset a fire alarm prior to the arrival of the Emergency Services Department. Such acts shall be punishable under the Municipal Civil Infraction Code.

VIII. EXPLOSIVES AND FIREWORKS

The sale, display, storage, transportation, or distribution of fireworks shall comply with the provisions of the Michigan Fireworks Safety Act, Public Act 256 of 2011, and MCL 28.451 *et seq.*

IX. MARKING OF FIRE DEPARTMENT ACCESS ROAD

Fire Department access roads shall be marked with NO PARKING - FIRE LANE signs complying with Figure 1 (see Figure 1). Signs shall have a minimum dimension of 12 inches wide and 18 inches high and have red letters on white reflective background. Signs shall be posted on one or both sides of the Fire Department access road. Roadway surfaces and curbs that are painted shall be Red in color. Additional marking(s) shall be determined by the Fire Chief or his designee. All means by which Fire Lanes are designated shall be maintained in a clean and legible condition at all times and replaced or repaired when necessary to provide adequate visibility.

Figure 1

No Parking – Fire Lane Signs



X. NOTIFICATION OF EVENTS

Places of Assembly with the capacity of 250 persons or more shall provide to Windsor Township Emergency Services a calendar of events being held at their facility. This includes sporting, recreation, trade shows, exhibits, carnivals, fairs and special outdoor events. This calendar shall be supplied at a minimum of thirty (30) calendar days prior to any event being held.

XI. MOBILE AND TEMPORARY COOKING OPERATION REQUIREMENTS

All mobile and temporary cooking operation shall obtain a Fire Inspection and Temporary Fire Permit prior to operating in Windsor Charter Township and Village of Dimondale. One fire inspection and permit will be required per calendar year. The Permit shall be valid for the calendar year only (Example 2025). The inspection and issuance of Temporary Fire Permit shall be conducted at the Emergency Service building.

XII. WARNINGS

A warning will be issued at the discretion of the Fire Chief or designee. A warning will not be issued if assistance from law enforcement is requested, access is denied to the facility for inspection and a violation is found, or interference of emergency services personnel performing their duties. (08/25/2015) (01/14/2025 - Revised)

The foregoing resolution offered by board member VanElls
Supported by board member Myers

Upon a roll call vote the following voted: 6 Yea 0 Nay 1 Absent

Resolution Adopted: January 14, 2025