



2018-19 CITY OF MARQUETTE BUSINESS LICENSE APPLICATION

Upon submission, attach a copy of a current Government-issued ID to this application.

TYPE OF LICENSE: _____

APPLICANT/ OWNER NAME: _____

APPLICANT/OWNER ADDRESS: _____

PHONE NUMBER: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

By signing below, applicant attests that they have read this application packet, including relevant sections of the Marquette City Code, and agrees to abide by the requirements detailed therein.

APPLICANT SIGNATURE

DATE

This application will be reviewed by the Police Chief, the Fire Chief, the Treasurer and the Planner/Zoning Official of the City of Marquette, and must receive their endorsement prior to any license being issued by this office. Allow up to 10 business days for this process to conclude.

City of Marquette Business Licenses

Type	Annual Fee	State/City reference	Notes
Auctioneer	\$115	City Code: Ch. 12, Art. III	
Hotel/Motel		City Code: Ch. 12, Art. V	
<i>0-49 Rooms</i>	\$235		
<i>50-99 Rooms</i>	\$295		
<i>100+ Rooms</i>	\$350		
Lodginghouse/Roominghouse	\$170+	City Code: Ch. 12, Art. V	Fee increases by \$13 for each room
Bed and Breakfast		City Code: Ch. 12, Art. V	
<i>Fewer than 4 bedrooms</i>	\$170		
<i>4 or more bedrooms</i>	\$210		
Sidewalk Café		City Code: Ch. 12, Art. VI	
<i>Serving alcohol</i>	\$185		
<i>Without alcohol</i>	\$130		
Second Hand	\$175	Mich. PA 350 of 1917 MCL 445.401:408	
Gem/precious metals	\$50	Mich. PA 95 of 1981 MCL 445.481:492	
Mobile Food Vending		City Code: Ch. 35	
<i>Motorized units</i>	\$430		
<i>Each additional motorized unit</i>	\$215		
<i>Motorized units selling only manufactured/prepackaged products</i>	\$100		
<i>Non-motorized units</i>	\$100		
<i>Each additional non-motorized unit</i>	\$50		
Hawker/peddler		City Code: Ch. 34, Art. II	
<i>Annual</i>	\$130		
<i>Daily</i>	\$50		
Theater	\$150+	City Code: Ch. 6, Art. I	Fee increases by \$13 per screen
Transient Merchant	\$130	City Code: Ch. 34, Art. III	
Farm Produce Vendor	\$130	City Code: Ch. 12, Art. IV	

In addition to the specific sections cited above, Chapter 12, Article II of the Marquette City Code covers general regulations for business licenses

The Marquette City Code can be viewed online at https://library.municode.com/mi/marquette/codes/code_of_ordinances

State laws can be viewed online at www.legislature.mi.gov



2018-19 CITY OF MARQUETTE ADDITIONAL INFORMATION FOR HOTELS/MOTELS

Type of Establishment:

Hotel

Motel

Number of units/rooms: _____

Location of Units (e.g. First Floor or Second Floor): _____

Maximum # of Occupants: _____



2018-19 CITY OF MARQUETTE HOTEL/MOTEL CHECKLIST

When submitting an application to the Clerk's Office, the following must be included:

- Copy of a current government-issued photo ID
- Fee required under the adopted City of Marquette Fee Schedule

The Marquette City Code also stipulates that licensee shall maintain a register detailing the name and address of each person paying for lodging, as well as that person's assigned room number and the make and license plate number of their vehicle.

For your information, prior to a license being granted, the application materials will be reviewed and must be approved by the City of Marquette's Treasury and Police Departments. The City Fire Inspector will also review the information, and will contact the applicant to schedule a fire inspection, if necessary.

ARTICLE II. - LICENSES

Sec. 12-25. - Business registration.

No person shall hereafter enter into the operation, conducting or carrying on of any trade, business or profession in the city unless he first registers the same with the city clerk on forms provided by the clerk. No fee shall be charged for such registration.

(Code 1999, § 6.5.01)

Sec. 12-26. - Registration card.

The city clerk shall issue a registration card to each registrant. No registrant shall fail to produce said card when requested to do so by any city police officer, the city clerk or authorized representative of the city clerk.

(Code 1999, § 6.5.02)

Sec. 12-27. - License required.

No person shall engage or be engaged in the operation, conduct or carrying on of any trade, profession, business or privilege for which any license is required by any provision of this Code without first obtaining a license from the city in the manner provided for in this article. An application for license may be reviewed as follows:

- (1) The city police chief, if required, shall investigate the applicant as necessary to satisfy himself that there are no outstanding criminal charges against the applicant and that the business to be conducted is not intended to cheat or defraud the public. Upon making such determination to his satisfaction, he shall indicate his approval in writing upon the application. A license shall not be issued unless such approval has been obtained. In all cases where the certification of the chief of police is required prior to the issuance of any license by the city clerk, such certification shall be based upon a finding that the person making application for such license has the propensity on the part of the person to serve the public in the licensed area in a fair, honest, and open manner.
- (2) The city treasurer, if required, shall determine if the applicant, or the owner of the property where the applicant proposes to do business, owes to the city any taxes or other indebtedness, and if no such indebtedness exists, shall so indicate his findings in writing on the application form. A license shall not be issued where indebtedness is reported.
- (3) The city planner or zoning official, if required, shall determine if the property to be used is appropriately zoned for such business and shall indicate his approval in writing upon the application. A license shall not be issued without such approval.
- (4) The city attorney, if required, shall review the application and supporting materials as required in section 34-54 and shall indicate his approval in writing on the application. A license may not be issued without such approval.
- (5) The fire chief/fire inspector, if required, shall determine as to habitability/safety concerns if necessary, and all fireworks sales. A license may not be issued without such approval. In all cases where the certification of the fire chief is required prior to the issuance of any license by the city

clerk, such certification shall be based upon an actual inspection and a finding that the premises in which the person making application for such license proposes to conduct or is conducting the trade, profession, business or privilege comply with all the fire regulations of the state and of the city.

- (6) The city engineer and/or public works superintendent, if required, shall determine in all cases where the carrying on of the trade, profession, businesses or privilege involves the use of any structure or land, a license therefor shall not be issued until the city engineer and/or public works superintendent shall certify that the proposed use is not prohibited by this Code or any zoning regulation of the city.

(Code 1999, § 6.5.03)

Sec. 12-28. - Multiple businesses.

The granting of a license or permit to any person operating, conducting or carrying on any trade, profession, business or privilege which contains within itself, or is composed of, trades, professions, businesses or privileges which are required by this Code to be licensed, shall not relieve the person to whom such license or permit is granted from the necessity of securing individual licenses or permits for each such trade, profession, business or privilege.

(Code 1999, § 6.5.04)

Sec. 12-29. - State-licensed businesses.

The fact that a license or permit has been granted to any person by the state to engage in the operation, conduct or carrying on of any trade, profession, business or privilege shall not exempt such person from the necessity of securing a license or permit from the city if such license or permit is required by this Code.

(Code 1999, § 6.5.05)

Sec. 12-30. - License application.

Unless otherwise provided in this Code, every person required to obtain a license from the city to engage in the operation, conduct or carrying on of any trade, profession, business or privilege shall make application for said license to the city clerk upon forms provided by the city clerk and shall state under oath or affirmation such facts as may be required for, or applicable to, the granting of such license.

(Code 1999, § 6.5.06)

Sec. 12-31. - License year.

The license year shall begin May 1 of each year and shall terminate at 12:00 midnight on April 30 of the following year. In all cases where the provisions of this article permit the issuance of licenses for periods of less than one year, the effective date of such licenses shall commence with the date of issuance thereof.

(Code 1999, § 6.5.07)

Sec. 12-32. - Conditions for issuance.

No license or permit required by this Code shall be issued to any person who is required to have a license or permit from the state until such person shall submit evidence of such state license or permit and proof that all fees appertaining thereto have been paid. No license shall be granted to any applicant therefor until such applicant has complied with all of the provisions of this Code applicable to the trade, profession, business or privilege for which application for license is made.

(Code 1999, § 6.5.08)

Sec. 12-33. - Where certification required.

No license shall be granted where the certification of any officer of the city is required prior to the issuance thereof, until such certification is made.

(Code 1999, § 6.5.09)

Sec. 12-34. - County health officer's certificate.

In all cases where the certification of the county health officer is required prior to the issuance of any license by the city clerk, such certification shall be based upon an actual inspection and a finding that the person making application and the premises in which he proposes to conduct or is conducting the trade, profession, business or privilege comply with all the sanitary requirements of the state and of the city.

(Code 1999, § 6.5.10)

Sec. 12-35. - Fees and bonds.

- (a) The fee required to be paid to obtain any license to engage in the operation, conduct, or carrying on of any trade, profession, business or privilege for which a license is required by the provisions of this Code shall be as currently established or as hereafter adopted by resolution of the city commission from time to time. No license shall be issued to any applicant unless he first pays to the city clerk the fee and posts a bond in the amount required for the type of license desired.
- (b) Fees for licenses shall be established each year in the fee schedule adopted by the city commission as part of the city's annual budget. Bonds, where required, shall be in the amounts listed in the fee schedule.
- (c) Where the provisions of this Code require that the applicant for any license or permit furnish a bond, such bond shall be furnished in an amount as currently established or as hereafter adopted by resolution of the city commission from time to time; and the form of such bond shall be acceptable to the city attorney. In lieu of a bond, an applicant for a license or permit may furnish one or more policies of insurance in the same amounts and providing the same protection as called for in any such bond; any such policies of insurance shall be approved as to substance by the city official issuing said license or permit and as to form by the city attorney.

(Code 1999, §§ 6.5.14, 6.6.01, 6.6.02)

Sec. 12-36. - Late renewals.

All fees for the renewal of any license which are not paid at the time said fees are due shall be paid as late fees at the rate of 110 percent of the license fee required for such license under the provisions of this chapter.

(Code 1999, § 6.5.15)

Sec. 12-37. - Right to issuance.

If the application for any license is approved by the proper officers of the city, as provided in this Code, said license shall be granted and shall serve as a receipt for payment of the fee prescribed for such licenses.

(Code 1999, § 6.5.16)

Sec. 12-38. - Fees—Payment.

The fee required by this Code for any license or permit shall be paid at the office of the issuing authority prescribed in this Code upon or before the granting of said license or permit.

(Code 1999, § 6.5.17)

Sec. 12-39. - Same—Exempt persons.

No license fee shall be required from any person exempt from such fee by state or federal law. Such persons shall comply with all other provisions of this article. The city clerk shall, in all such cases, issue to such persons licenses which are clearly marked as to said exemption and the reason therefor.

(Code 1999, § 6.5.18)

Sec. 12-40. - Suspension or revocation.

Any license issued by the city may be suspended by the city manager for cause, and any permit issued by the city may be suspended or revoked by the issuing authority for cause. The licensee shall have the right to a hearing before the commission on any such action of the city manager, provided a written request therefor is filed with the city clerk within five days after receipt of said notice of suspension. The commission may confirm such suspension or revoke or reinstate any such license. The action taken by the commission shall be final. Upon suspension or revocation of any license or permit, the fee therefor shall not be refunded.

(Code 1999, § 6.5.19)

Sec. 12-41. - "Cause" defined.

The term "cause," as used in this article, shall include the doing or omitting of any act or permitting any condition to exist in connection with any trade, profession, business or privilege for which a license or permit is granted under the provisions of this Code, or upon any premises or facilities used in connection therewith, which act, omission or condition is:

- (1) Contrary to health, morals, safety or welfare of the public;
- (2) Unlawful, irregular or fraudulent in nature;

- (3) Unauthorized or beyond the scope of the license or permit granted; or
- (4) Forbidden by the provisions of this Code or any duly established rule or regulation of the city applicable to the trade, profession, business or privilege for which the license or permit has been granted.

(Code 1999, § 6.5.20)

Sec. 12-42. - License renewal.

Unless otherwise provided in this Code, an application for renewal of a license shall be considered in the same manner as an original application.

(Code 1999, § 6.5.21)

Sec. 12-43. - Exhibition of license.

No licensee, except taxicab drivers who shall conform to the provisions of chapter 50, article II, shall fail to carry any license issued in accordance with the provisions of this article upon his person at all times when engaged in the operation, conduct or carrying on of any trade, profession, business or privilege for which the license was granted; except that where such trade, profession, business or privilege is operated, conducted or carried on at a fixed place or establishment, said license shall be exhibited at all times in some conspicuous place in his place of business. Every licensee shall produce his license for examination when applying for a renewal thereof or when requested to do so by any city police officer or by any person representing the issuing authority.

(Code 1999, § 6.5.22)

Sec. 12-44. - Exhibition on vehicle and machine.

No licensee shall fail to display conspicuously on each vehicle or mechanical device or machine required to be licensed by this Code such certificates as are furnished by the city clerk.

(Code 1999, § 6.5.23)

Sec. 12-45. - Displaying invalid license.

No person shall display any expired license or any license for which a duplicate has been issued.

(Code 1999, § 6.5.24)

Sec. 12-46. - Misuse—Transferability.

No license or permit issued under the provisions of this Code shall be transferable unless specifically authorized by the provisions of this Code. No licensee or permittee shall, unless specifically authorized by the provisions of this Code, transfer or attempt to transfer his license or permit to another nor shall he make any improper use of the same.

(Code 1999, § 6.5.25)

Sec. 12-47. - Same—Automatic revocation.

In addition to the penalty provision of section 1-13 for violation thereof, any attempt by a licensee or permittee to transfer his license or permit to another, unless specifically authorized by the provisions of this Code, or use the same improperly, shall be void and result in the automatic revocation of such license or permit.

(Code 1999, § 6.5.26)

Secs. 12-48—12-74. - Reserved.

ARTICLE V. - HOTELS

Sec. 12-141. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bed and breakfast means an owner-occupied dwelling where no more than five guestrooms are made available for the temporary accommodation of the traveling or vacationing public. Such an establishment may offer meals only to those persons temporarily residing at the establishment.

Bed and breakfast inn means a structure primarily used for lodging purposes where the use as a residence is clearly secondary. A structure where more than five but not more than 30 guestrooms are made available for the temporary accommodation of the traveling or vacationing public. Such an establishment may offer meals to the public and persons temporarily residing at the establishment.

Family means one family unit, members of which are related by consanguinity or by marriage. A basic unit having at its nucleus:

- (1) One or two persons who may be providing care for their children and/or elderly parents plus not more than two other persons; or
- (2) Not more than four unrelated persons living together as a single housekeeping unit.

Fraternity house and *sorority house* shall not be deemed a hotel, lodginghouse or roominghouse.

Homestay (RS, RG districts) means an owner-occupied single-family dwelling of which the rental of rooms is clearly secondary in use to the dwelling, where no more than three guestrooms are made available for the temporary accommodation of the traveling or vacationing public. Such an establishment may offer meals only to those persons temporarily residing at the establishment.

Hotel means a building or structure kept, used, maintained as, or held out to the public to be an inn, hotel, or public lodginghouse. The term "hotel" does not include a bed and breakfast as defined in section 4b of the state construction code, Public Act No. 230 of 1972 (MCL 125.1504b).

Lodginghouse means a building or part thereof, other than a hotel, where lodgings are provided for hire more or less transiently without provisions for meals.

Motor court means any group of attached or detached buildings containing individual sleeping or living units, designed for or used temporarily by automobile tourists or transients, with garage attached or parking space conveniently located to each unit, including auto courts, tourist courts, motels or motor lodges.

Roominghouse means any dwelling occupied in such a manner that certain rooms, in excess of those used by the members of the immediate family and occupied as a home or family unit, are leased or rented to persons outside of the family, without any attempt to provide therein or therewith cooking or kitchen accommodations for individuals leasing or renting rooms.

(Code 1999, § 6.14.01)

Sec. 12-142. - License requirement.

No person shall operate or maintain any hotel, lodginghouse, roominghouse, motor court, bed and breakfast establishment (bed and breakfast, bed and breakfast inn), or homestay establishment within the city without first obtaining a license therefor. No such license shall be granted except upon certification of the chief of police, the fire chief, and the zoning administrator.

(Code 1999, § 6.14.02)

Sec. 12-143. - Registration.

Every licensee shall provide and maintain a register or record in which shall be entered, in ink:

- (1) The name of any person who is charged or pays for lodging or the rent of a room;
- (2) The home address of such person or his last place of residence;
- (3) The number of the room to which such person has been assigned; and
- (4) Make and license plate number of each vehicle used by each such person.

Such registration shall be completed at the time of the arrival of any such guests. No person shall enter any false information in such register, nor give any false information to any licensee or his employees, for the purpose of having the same entered in such register. Such register shall be maintained in said premises in plain view, and in a convenient place and shall be submitted upon the demand of any police officer of the city.

(Code 1999, § 6.14.03)

Sec. 12-144. - Employee's health.

No person who has any contagious disease shall be employed in or about any hotel, lodginghouse, roominghouse or motor court. Any employee who is directed by the health officer to furnish the certificate of a licensed physician, that such person is free from contagious disease, shall be deemed to have a contagious disease until he shall furnish such certificate.

(Code 1999, § 6.14.04)

Sec. 12-145. - Sanitary requirements.

Each establishment licensed under the terms of this article shall be kept in a clean and sanitary condition and well-ventilated.

(Code 1999, § 6.14.05)

Sec. 12-146. - Safety requirements.

The fire chief shall not indicate his approval of a bed and breakfast establishment unless such establishment meets the requirements of the NFPA Life Safety Code LSC#101.

(Code 1999, § 6.14.06)

Secs. 12-147—12-170. - Reserved.