



## 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
<b>Auctioneer</b>	\$115	City Code: Ch. 12, Art. III	
<b>Hotel/Motel</b>		City Code: Ch. 12, Art. V	
<i>0-49 Rooms</i>	\$235		
<i>50-99 Rooms</i>	\$295		
<i>100+ Rooms</i>	\$350		
<b>Lodginghouse/Roominghouse</b>	\$170+	City Code: Ch. 12, Art. V	Fee increases by \$13 for each room
<b>Bed and Breakfast</b>		City Code: Ch. 12, Art. V	
<i>Fewer than 4 bedrooms</i>	\$170		
<i>4 or more bedrooms</i>	\$210		
<b>Sidewalk Café</b>		City Code: Ch. 12, Art. VI	
<i>Serving alcohol</i>	\$185		
<i>Without alcohol</i>	\$130		
<b>Second Hand</b>	\$175	Mich. PA 350 of 1917 MCL 445.401:408	
<b>Gem/precious metals</b>	\$50	Mich. PA 95 of 1981 MCL 445.481:492	
<b>Mobile Food Vending</b>		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		
<b>Hawker/peddler</b>		City Code: Ch. 34, Art. II	
<i>Annual</i>	\$130		
<i>Daily</i>	\$50		
<b>Theater</b>	\$150+	City Code: Ch. 6, Art. I	Fee increases by \$13 per screen
<b>Transient Merchant</b>	\$130	City Code: Ch. 34, Art. III	
<b>Farm Produce Vendor</b>	\$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](https://library.municode.com/mi/marquette/codes/code_of_ordinances)*

*State laws can be viewed online at [www.legislature.mi.gov](http://www.legislature.mi.gov)*



**2018-19 CITY OF MARQUETTE  
ADDITIONAL INFORMATION FOR TRANSIENT MERCHANT**

Place of residence in the last year (if different than current address): \_\_\_\_\_

\_\_\_\_\_

Federal Employer ID # (if any): \_\_\_\_\_

State Sales Tax License # (if any): \_\_\_\_\_

Place of residence in the last year (if different than current address): \_\_\_\_\_

Location and dates of intended business: \_\_\_\_\_

\_\_\_\_\_

Description of merchandise to be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this application for an individual merchant or an organization?

Individual

Organization: \_\_\_\_\_



## **2018-19 CITY OF MARQUETTE TRANSIENT MERCHANT 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
- Where applicable, proof of the following kinds of insurance coverage:
  - Product Liability
  - Worker's Compensation
  - Premises Liability

*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 III. - TRANSIENT MERCHANTS<sup>[2]</sup>

## Sec. 34-52. - 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:

*Transient merchant* means any person engaging temporarily in a retail sale of goods, wares, merchandise, or services, in any place in the city and who, for the purpose of conducting such business, occupies any land, building, room or structure of any kind including trucks, railroad cars, and other transportation equipment. Any person who has engaged in such business for a period of less than six months shall be deemed to be a transient merchant.

(Code 1999, § 6.9.02)

## Sec. 34-53. - License—Required.

No person, either as principal or agent, shall engage in business as a transient merchant in the city without first having obtained a license in the manner herein provided.

(Code 1999, § 6.9.01)

## Sec. 34-54. - Same—Application.

Any person desiring to engage in business in the city as a transient merchant shall apply in writing to the office of the city clerk to be licensed as a transient merchant.

- (1) Such application shall include as a minimum the applicant's name, birth date, driver's license or state ID card photocopy, residence address, place of residence in the preceding year, written permission from the owner of where he intends to do business, the kind of business, a federal employer's ID number, if any, and a state sales tax license number, if any.
- (2) Included with such application shall be certificates showing proof of the following kinds of insurance, where applicable, in the amounts as currently established or as hereafter adopted by resolution of the city commission from time to time:
  - a. Product liability insurance.
  - b. Worker's compensation.
  - c. Premises liability insurance.
- (3) Such application shall be accompanied by a license fee in an amount as currently established or as hereafter adopted by resolution of the city commission from time to time.

(Code 1999, § 6.9.03)

## Sec. 34-55. - Issuance; voidability.

- (a) Upon receipt of the license fee, but in no case sooner than seven days nor less than 15 days after the filing of the application, the city clerk shall issue the applicant a license as herein provided.
- (b) Such license shall be voided at any time by written notice to the city clerk by a duly authorized law enforcement officer observing a violation of this article during the operation of the transient merchant's business.

(Code 1999, § 6.9.05)

## Sec. 34-56. - Group license.

Where an event at which more than three transient merchants will be conducting business in one location is sponsored by an organization, that organization may obtain a group transient merchant license which shall apply to all transient merchants at that event.

- (1) The organization shall file an application with the city clerk indicating, for each transient merchant who will be doing business at the event, the information specified in section 34-54(1).
- (2) The organization shall pay the same license fee that applies to a single transient merchant license.

(Code 1999, § 6.9.06)

## Sec. 34-57. - Operation of business.

At all times during the business operation of a transient merchant, there shall be prominently displayed any warranties covering any of the goods, wares, merchandise, or services being offered for sale. If there are no such warranties, a sign to that effect shall be prominently displayed.

(Code 1999, § 6.9.07)

## Sec. 34-58. - Exemptions.

The following exemptions shall be applicable under this article:

- (1) Persons or organizations transacting business under this article who are exempted by state statute from the requirement of obtaining a state transient merchant license from the county treasurer are exempt from this article, except that they shall inform the city clerk of the time and place of their intended activities.
- (2) Persons having regularly established places of business in the city which are not subject to this article shall be exempt from this article.
- (3) Persons transacting business as transient merchants on behalf of or under the control of any recognized charitable or religious organization shall be exempt from this article except that they shall inform the city clerk of the time and place of their intended activities.

(Code 1999, § 6.9.08)

## Sec. 34-59. - Wavier.

The city commission may, at its discretion and upon written request, waive any or all of the requirements of this article.

(Code 1999, § 6.9.09)