



**CITY OF MARQUETTE
BUSINESS LICENSE APPLICATION**

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

TYPE OF BUSINESS 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 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.



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: _____

Chapter 12 – BUSINESSES

ARTICLE I. – IN GENERAL

Secs. 12-1—12-24. - Reserved

ARTICLE II. - LICENSES

Sec. 12-25 – 12-26 - Reserved

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 shall be reviewed as follows:

- (1) The city police chief or designee 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. 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 or designee shall determine if the applicant owes to the city any taxes or other default, and if no such default exists, shall so indicate his findings in writing. A license shall not be issued where default is reported.
- (3) The city planner or zoning official shall determine if the property and structure to be used is appropriately zoned for such business and shall indicate his approval in writing. A license shall not be issued without such approval.
- (4) The city attorney, if required by this code, shall review the application and supporting materials as required in section 34-54 and shall indicate his approval in writing. A license may not be issued without such approval.
- (5) The fire chief or designee shall make a determination as to the habitability and safety of the structure and property to be used for such business, and shall verify the safety and legality of all fireworks sales. Such approval shall be indicated in writing. 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.

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.

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.

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. However, each application shall include, at minimum: name, address, birth date and contact information for the business owner, as well as a photocopy of a current Government-issued identification.

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 dates as indicated on the license.

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.

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.

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.

Sec. 12-35. - Fees and bonds.

- (a) The fee and any bond 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) 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.

Sec. 12-36. - License renewals.

Unless otherwise provided in this Code, an application for renewal of a license shall be considered in the same manner as an original application. However, complete applications, and associated fees, for license renewal shall be submitted to the office of the issuing authority prescribed in this code at least 10 business days prior to the start of the business license year. Any person seeking a license renewal who fails to submit a completed application and associated fees by this deadline shall be guilty of a municipal civil infraction.

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.

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.

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.

Sec. 12-40. - Suspension or revocation.

Any license or permit issued by the city may be suspended or revoked by the city manager or by the issuing authority for cause. The licensee shall have the right to a hearing before the commission on any such action, provided a written request therefor is filed with the city clerk within five days after receipt of said notice of suspension or revocation. The commission may confirm such suspension or revocation 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.

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.

Sec. 12-42. - Reserved.

Sec. 12-43. - Exhibition of license.

No licensee 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 requested to do so by any city law enforcement officer or by any person representing the issuing authority.

Sec. 12-44. - Reserved.

Sec. 12-45. - Displaying invalid license.

No person shall display any expired or otherwise invalid license.

Sec. 12-46. - Misuse—Transferability.

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

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, or use the same improperly, shall be void and result in the automatic revocation of such license or permit.

Sec. 12-48. - Civil infraction.

An individual who violates any portion of this article is responsible for a municipal civil infraction.

Sec. 12-49. - Applicability.

All processes and penalties detailed in this article apply to business licenses issued under any section of this code, including but not limited to those licenses required by Chapters 6, 12, 34 and 35.

Secs. 12-50—12-74. - Reserved.

ARTICLE III. – AUCTIONEERS

Sec. 12-75. - License required.

No person shall engage in the trade or business of auctioneer without first obtaining a license therefor.

Sec. 12-76. - Prohibited activity.

- (2) Licensed farm produce vendors or a recognized farmer's market organization may sell outdoors in a designated farmer's market.

Sec. 12-112. - Farm produce vendor license.

- (a) To become licensed as a farm produce vendor, a person shall make application at the office of the city clerk. Upon receipt of approval, the clerk shall issue the license as requested.
- (b) A farm produce vendor's license may also be issued to a farmer's market organization. Each person who may serve as market master for the organization shall be reviewed as specified.

Sec. 12-113. - Market master.

Each designated farmer's market shall at all times of operation have a market master on duty. The market master may be a person designated by the farmer's market organization, or, if the market is operated by an individual, either that individual or his designee. The market master shall be responsible for overseeing the operation of the farmer's market in such a manner that all governmental regulations are complied with, and the rules of the farmer's market are enforced.

Sec. 12-114. - Consignment sales.

No person other than the market master may take farm produce on consignment for sale at a farmer's market. If a market master takes such farm produce on consignment, said market master shall be either a licensed farm produce vendor or listed on the license for a farmer's market organization. In no case shall large amounts of farm produce be taken on consignment.

Sec. 12-115. - Civil infraction.

An individual who violates any portion of this article is responsible for a municipal civil infraction.

Secs. 12-116—12-140. - 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 any group of individuals living together as a single housekeeping unit or the functional equivalent of a family, where the residents are a close group with social, economic, and psychological commitments to each other; b) Not more than four unrelated persons living together as a single housekeeping unit; c) the tenants of a short-term rental property for which a valid permit has been issued by the Fire Department; d) The "functional equivalent of a family" shall not include any organization such as a club, fraternity, lodge, monastery, or intentional community, nor any individuals whose association is seasonal or for limited durations defined by their occupation/jobs or educational pursuits, nor shall it include a group who share a dwelling unit explicitly for financial or philosophical reasons, or include any state-licensed facility except to the extent permitted by law.

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

Hotel means a building or structure kept, used, maintained as, or held out to the public to be an inn or hotel. 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).

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.

Rooming House means a building where sleeping accommodations are available for remuneration for periods of one week or longer. Board may or may not be included with the accommodations.

Sec. 12-142. - License requirement.

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

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 law enforcement officer of the city.

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

No person who has any contagious disease shall be employed in or about any hotel, rooming house 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.

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.

Sec. 12-146. - Reserved.

Sec. 12-147. - Civil infraction.

An individual who violates any portion of this article is responsible for a municipal civil infraction.

Secs. 12-148—12-170. – Reserved.

ARTICLE VI. - SIDEWALK CAFE PERMITS

Sec. 12-171. - Sidewalk cafe permit without alcohol.

(a) *Permit conditions.* The city clerk may issue to an adjacent food service establishment a revocable sidewalk cafe permit to occupy a portion of adjacent city right-of-way to place tables and chairs, planters and windscreens adjacent to the tables and chairs in conjunction with selling and consuming food and beverages under the following terms and regulations:

(1) *Regulations:*

- a. Sidewalk cafes shall not unreasonably interfere with the view, access to, or use of property adjacent to said street.
- b. Sidewalk cafes shall not be permitted in or directly adjacent to property zoned exclusively for residential purposes.
- c. Sidewalk cafes shall not unduly obstruct pedestrian movement nor diminish the safety of the general public.
- d. Sidewalk cafes shall not be attached to or cause damage to the street or sidewalk or to trees, benches, landscaping, or other objects lawfully located in the right-of-way.
- e. In compliance with chapter 42 of this code, a clear path shall be maintained along the full length of the sidewalk for general pedestrian use. The pedestrian travel area shall not include trees, bushes, walls, parking meters, fire hydrants, tree grates or any other fixtures permanently located in the right-of-way.
- f. All signs must conform to the City of Marquette's sign requirements.
- g. The immediate area of the cafe; shall be maintained free of litter and debris.
- h. Tables, chairs, portable signs and other equipment used in the operation of the cafe shall be removed daily at the close of business.
- i. Hours of operation of the sidewalk cafe shall not be later than 11:00 p.m.
- j. The sidewalk cafe permit issued in accordance with this article shall be prominently displayed.