



CITY OF MARQUETTE LODGING ESTABLISHMENT 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.

Prior to a license being granted, the application materials will be reviewed and must be approved by the City of Marquette's Treasury, Fire, Community Development, and Police Departments. To expedite the process, a business owner can reach out to the City Fire Inspector to schedule a fire inspection, if necessary. Note: the fire inspection will be invoiced by the fire department as a separate transaction from the business license application fee.

For Office Use Only:

- ☐ Fire Department Approval
- ☐ Police Department Approval
- ☐ Treasury Department Approval
- ☐ Community Development Department Approval



CITY OF MARQUETTE BUSINESS LICENSE APPLICATION

Upon submission, attach a copy of a current government issued ID to this form

TYPE OF LICENSE: ☐ Hotel ☐ Motel ☐ Bed and Breakfast ☐ Lodging House ☐ Rooming House

APPLICANT/OWNER NAME: _____

APPLICANT/OWNER ADDRESS: _____

PHONE NUMBER: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

By signing below, the applicant attests that they have read this application packet, including the 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 Planning/Zoning Official of the City of Marquette and must receive their endorsement prior to any license being issued by this office. This process can take up to 10 business days to conclude.