



# City of Petoskey

## APPLICATION FOR A LICENSE TO OPERATE A BED AND BREAKFAST OPERATION

**INITIAL** Application  
(Complete Sections I, II, III and V)

**RENEWAL** Application  
(Complete Sections I, II, IV and V)

SECTION 1 – APPLICANT INFORMATION	
Name of Applicant-Operator:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Property A.R. Number:
Email Address:	

SECTION II – GENERAL APPLICATION REQUIREMENTS			
YES		YES	
	Floor Plan Attached		Application Fee Attached

SECTION III – APPLICATION FOR INITIAL LICENSE (License Renewals see Part IV)		
Applicant Confirms	Zoning Requirements	Inspector's Findings
	There are no separate cooking facilities for the Bed and Breakfast	
	Operation will be in a single-family dwelling unit	
	The Bed and Breakfast sleeping room(s) occupy no more than a total of 25% of the dwelling unit floor area	
	Parking provided at two spaces for principal dwelling and one space per rental room	
Applicant Comments:		
Inspector's Comments:		
Applicant Confirms	License Requirements	Inspector's Findings
	Bed and Breakfast operation is confined to the principal dwelling unit on the site	
	The dwelling unit is the principal residence of the operator and will be occupied by operator	
	Bed and Breakfast operation has a maximum of three sleeping rooms if located in a Single-Family zoning district (for operations licensed after June 29, 1987)	
	Bed and Breakfast operation is NOT located within (500) five hundred feet of an existing licensed Bed and Breakfast operation (for operations licensed after June 29, 1987)	
	Dwelling unit complies with Chapter 13 Article II, of the City of Petoskey Codified Ordinances, International Property Maintenance Code	
	Dwelling unit complies with Chapter 10 Article I of the City of Petoskey Codified Ordinances, International Fire Code	

Applicant Comments:

Inspector's Comments:

**CITY USE ONLY**

Date of Notification of Property Owners: \_\_\_\_\_ Date of Expiration for Public Comment Period: \_\_\_\_\_ (14 days)

**ACTION TAKEN**

License Issued:  Denied:  Date: \_\_\_\_\_  
License effective through: \_\_\_\_\_

The applicant for a license shall meet all other terms of licensing Chapter 6 of City's Codified Ordinances for Bed and Breakfast operations such as retention of a guest register, maximum length of stay, and the like.

**SECTION IV – APPLICATION FOR A LICENSE RENEWAL**

Date of Initial License: \_\_\_\_\_ License Number: \_\_\_\_\_

Applicant Confirms	Conditions For Renewal	Inspector's Findings
	Annual inspection of Bed and Breakfast operation indicates the operator has met all applicable requirements of Chapter 6 of City's Codified Ordinances and of the Petoskey Zoning Ordinance Amendment No. 558	
	License for the Bed and Breakfast operation has not lapsed for more than thirty (30) days beyond the December 31 annual expiration date	
	The active operation of the Bed and Breakfast has not lapsed for more then nine (9) months	
	The operation of the Bed and Breakfast has met all other operational requirements of Chapter 6 of City's Codified Ordinances during the past year	

Applicant Comments:

Inspector's Comments:

**CITY USE ONLY**

**ACTION TAKEN**

License Renewed:  Denied:  Date: \_\_\_\_\_  
License effective through: \_\_\_\_\_

**SECTION V**

The City reserves the right to deny, suspend, or revoke a license for Bed and Breakfast operations as provided in City Ordinance No. 602.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_