



# City of Petoskey

## APPLICATION FOR A LICENSE TO OPERATE A HOTEL OR VACATION RENTAL

INITIAL Application

RENEWAL Application

Please submit application and fee annually. License expires December 31 each year. Failure to submit an application to operate a hotel or vacation rental on an annual basis may result in no longer being able to operate.

SECTION 1 – APPLICANT INFORMATION	
Name of Applicant-Operator:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Email Address:
Street Address of Hotel/Vacation Rental (if different):	
Contact Person for Inspection:	Telephone Number:
Emergency Contact Person/Information:	

SECTION II – GENERAL APPLICATION REQUIREMENTS			
YES		YES	
	Floor plan indicating number of rental rooms attached		Application Fee attached
	Site plan indicating location of parking attached		

SECTION III – APPLICATION FOR LICENSE		
	Zoning District ( <b>Check One</b> )	Inspector's Findings
<input type="checkbox"/>	Hotel/Vacation Rental exists within a commercial zoning district and parking requirements are met	
<input type="checkbox"/>	Hotel/Vacation Rental existed prior to June 1, 2014 in a non-commercial district (Note: No commercial signage allowed on premises.)	
Applicant Confirms	License Requirements	Inspector's Findings
	For hotels/vacation rentals without an operator onsite 24 hours per day, 7 days per week, summary of City's noise, parking and trash disposal regulations are posted in prominent location within property. (see attached sample)	
	Compliance with Chapter 10 Article I of the City of Petoskey Codified Ordinances, International Fire Code	
	Compliance with Chapter 13 Article II of the City of Petoskey Codified Ordinances, International Property Maintenance Code	

Applicant Comments:
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Please see reverse side

Inspector's Comments:

The applicant for a license shall meet all other terms of licensing Chapter 6 of City of Petoskey's Codified Ordinances for hotel or vacation rental operations. The applicant is advised that as a place of public accommodation, Americans with Disabilities Act requirements may apply.

**SECTION IV**

The City reserves the right to deny, suspend, or revoke a license for hotel or vacation rental operations as provided in Chapter 6 Article II of the City of Petoskey's Codified Ordinances.

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

\_\_\_\_\_  
Date

**CITY USE ONLY**

Date of Notification of Property Owners: \_\_\_\_\_

**ACTION TAKEN**

License Issued:

License Renewed:

Denied:

License Number: \_\_\_\_\_

License effective through: \_\_\_\_\_

\_\_\_\_\_  
Inspector/Approval Signature

\_\_\_\_\_  
Date