



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

APPLICATION FOR A LICENSE TO OPERATE A SHORT-TERM RENTAL

Please submit application and fee annually. License expires March 31 each year. Failure to apply to operate a short-term rental (STR) on an annual basis may result in no longer being able to operate.

PROPERTY OWNER INFORMATION

Name of Property Owner:

Permanent Street Address:

City, State, Zip Code:

Telephone Number:

Email Address:

APPLICANT INFORMATION

Name of Applicant:

Permanent Street Address:

City, State, Zip Code:

Telephone Number:

Email Address:

LOCAL AGENT INFORMATION

City Code Section 15-3: A Local Agent is an individual designated by the Licensee of a dwelling unit to oversee the short-term rental of a dwelling unit in accordance with this Chapter and to respond to calls from renters, concerned citizens, law enforcement, and representatives of the City. The Local Agent must be available to accept telephone calls on a 24-hour basis at all times that the dwelling unit is rented and occupied. The Local Agent must have a key to the dwelling unit and be able to respond to the short-term rental within sixty (60) minutes to address issues. The Local Agent shall be authorized by all owners to accept service of process upon all owners, jointly and severally, for civil infractions.

Name of Local Agent:

Permanent Street Address:

City, State, Zip Code:

Telephone Number:

Email Address:

SHORT-TERM RENTAL UNIT INFORMATION

Street Address of Short-term Rental:

City, State, Zip Code:

Property Tax Parcel ID:

Zoning District:

Number of Bedrooms in Dwelling Unit:

Number of Available Parking Spaces:

GENERAL APPLICATION REQUIREMENTS	
Applicant Confirms	
	Floor plan indicating number of rental rooms and proposed maximum number of allowable Occupants attached
	Site plan indicating the number and location of parking for guests attached
	Copy of current deed for the property, showing ownership and control of STR, and for an entity, a certificate, made under oath, as to the ownership of the proposed STR property attached
	Interior and exterior photos of dwelling unit attached
	Certificate of Insurance covering an event at STR (i.e. bodily injury, business rider)
	Copy of prospective Licensee's standard license agreement attached

CERTIFICATION FOR LICENSE	
Applicant Certifies	
	That the STR unit complies with the checklist for STR units as determined by and available from the City's Department of Public Safety.
	That the property is insured and the firm insuring the unit, policy number and expiration date. Certificate of insurance must be replaced if expired or cancelled. STR shall not be occupied without valid insurance.
	The property owner or Local Agent will provide at least one copy of the City's Good Visitor Guide to the renters each time the dwelling unit is rented.
	A schematic drawing, approved by the City, will be supplied to renters as to where they can legally park and how many spaces are available for their use.
	We understand and acknowledge that the Licensee, Tenants and Occupants are subject to the City of Petoskey Code of Ordinances including but not limited to noise, fireworks, trash and parking.
	We understand and acknowledge that the Licensee is responsible for any and all associated Tenant and Occupant fines if the Tenant and/or the Occupants fails to pay such fines.
	We understand and acknowledge that Licensees are responsible for violations relating to any and all false or misleading statements in the licensing process.
	We understand and acknowledge that any STR license awarded expires annually or upon any transfer of the property.
	We understand and acknowledge that awareness of/compliance with the STR renewal process, timelines and any required submissions is fully the responsibility of the applicant.
	That the dwelling unit for which the license is sought is ready for inspection at the time the application is submitted.

Applicant Comments:

Inspector's Comments:

The applicant for a license shall meet all other terms of licensing in Chapter 15 of City of Petoskey's Codified Ordinances for short-term rental operations. The applicant is advised that as a place of public accommodation, Americans with Disabilities Act requirements may apply.

APPLICANT SIGNATURE

I, the undersigned, hereby certify that the information and documents provided are accurate and true. I authorize City staff to enter upon the property for which this application is made for purposes of ensuring ordinance compliance. I further understand the City reserves the right to deny, suspend, or revoke a license for short-term rental operations as provided in Chapter 15, Section 15-7 of the City of Petoskey's Codified Ordinances as adopted and as may hereafter amended.

Applicant Signature

Date

Local Agent Signature

Date

Note: Approved licenses are non-transferable, separate licenses are needed for each dwelling unit.

Note: If no license is available, this application will serve as registration to the Short-term Rental License Wait List.

CITY STAFF USE ONLY

Fee

Wait List: _____

GL Account #: 101.081.476

License: _____

GL Account #: 101.084.618

License Approved ☐

Wait List Approved ☐

Denied ☐

For Calendar year: _____

License Number: _____ effective through: _____

Reason for denial: _____

Maximum Number of Allowable Occupants determined by Public Safety Department: _____

Zoning Approval

Date

Public Safety Approval

Date

City Clerk Approval

Date



City of Petoskey

Short-Term Rental Self Inspection Check List

Use this list to prepare for the Public Safety inspection of your property.

Unit Address _____

- ☐ **STREET NUMBERS** – A street number shall be visible from the street with contrasting colors **MINIMUM** size of **4"** in height.

- ☐ **FIRE EXTINGUISHER(S):**
 - **MINIMUM** size 2A-10BC or as required by code
 - **SHALL** have Current Inspection Certification
 - Must be mounted no higher than 5' high and no lower than 4' above floor
 - **ADDITIONAL** and/or **SPECIAL PURPOSE** Extinguishers may be required according to occupancy
 - These must be clear and unobstructed

- ☐ **ELECTRICAL:**
 - ALL circuits shall be identified, blanks in all unused circuits
 - Extension cords **SHALL NOT** be used as permanent wiring
 - Existing fixtures shall be maintained in operating condition

- ☐ **EGRESS:**
 - Keep all exits **UNOBSTRUCTED** and **CLEAR** at all times
 - Keep all **HALLWAYS** unobstructed and clear
 - **STORAGE-PROHIBITED** within 36" of electrical panel box, within 18" of lighting or sprinkler heads
 - Exterior stairs and railings are in good and safe condition

- ☐ **SMOKE DETECTORS:**
 - Working detectors shall be in each bedroom, one in common area of house, and one in hallways outside of bedrooms
 - Detectors shall be 3' away from any HVAC and 3' away from any fan blade tip
 - Detectors shall be at the highest point in the room and 4"-6" away from wall or roof line
 - All new homes shall have Interconnected Detectors

- ☐ **CARBON MONOXIDE ALARMS**
 - Working carbon monoxide detectors shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms
 - Detectors shall be listed in accordance with UL 2034 or UL 2075

☐ **DRYER DUCTS**

- Dryer ducts shall be free from lint and with no kinks or bent
- Ducts shall be made of rigid flexible metal duct

☐ **OTHER ITEMS**

- The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish

**AGENT SIGNATURE ATTESTING TO ALL
ITEMS ON CHECKLIST COMPLY**

* Any item not in compliance will be subject to re-inspection fee

Local Events

For a list of local events, please visit:

petoskeydowntown.com

petoskeyarea.com

petoskeychamber.com



Problems, Concerns or Questions?

Contact the Property's
Local Agent at:



Good Visitor Guide

A quick guide to City
of Petoskey
Ordinances for
Short-term Rentals



The City of Petoskey welcomes you!

Thank you for choosing to vacation in our beautiful city!

We want you to have the best experience possible so you'll come back to visit us again. This brochure contains some tips on how to avoid some of the common complaints we get about short-term rentals. The number one rule to remember is to be a good neighbor.

Trash

Trash and refuse shall be placed in proper containers for collection.

Pets

Dogs must be on a leash whenever they are outside. Pet owners shall immediately remove pet waste from this property or any other property and dispose of it in a designated waste receptacle. Ordinance language can be found in Chapter 5 1/2.

Parking

It is important that you park in the designated parking areas as provided by the property owner. Never block another's driveway at any time for any reason.

Winter Parking

Winter-season, overnight, on-street parking regulations, in effect December 1 through April 1, require that vehicles be parked on alternating sides of the streets each day, and

also prohibit any on-street parking within the Central Business District at certain times. More information on where to park during the winter-season is available on the City's website at www.petoskey.us/winterparking.

Trailer and Camper Parking

It shall be unlawful for any person to park or otherwise place the following vehicles and devices in or upon any city street, alley or right-of-way, including sidewalks, parkways and curb lawns, in excess of three hours:

Any vehicle or device that is not required to be titled or registered by the Michigan Department of State; and

Any non-powered device incapable of being self-propelled, including, but not limited to, any loaded or unloaded trailer.

Noise

Most likely, your neighbors here in Petoskey are not on vacation. Because voices carry, please take special care while in the yard that your laughter, and conversations can't be heard at the property line. Quiet hours are between 11:00 P.M. and 7:00 A.M. Ordinance language can be found in Chapter 12, Section 12-62.

Fireworks/Sky Lanterns

Fireworks are only allowed with express permission from the property owner and can only be discharged on dates noted in the City's ordinance. These dates can be found in Chapter 10, Section 10-19.

Sky lanterns are only permitted if approved by the City's Fire Chief per Chapter 10, Section 10-13.



Fire Pits on Private Property

Per Chapter 10, Section 10-12, no person shall kindle or light any fire on any private property within 15 feet of any building or other structure, or within 50 feet of any lumber, timber, wood, hay, straw, shavings or other combustible material. No campfires or open fires shall be kindled or lighted except as permitted under Section 307 of the International Fire Code, 2009 Edition, as amended.

Alcohol

No person shall consume or possess any alcoholic liquor in a container which is open, uncapped or upon which the seal is broken in any public place in the City of Petoskey excepting areas specifically designated as camping or picnic areas per Chapter 12, Section 12-18.

24-hour Public Safety Presence

The Public Safety Department provides police, fire and emergency medical services to the City of Petoskey. Public Safety is always available by calling for both emergency and non-emergency requests for service. Our 911 Dispatch Center is responsible for answering all calls and will direct the proper resources to you.

