



# City of Petoskey

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

## 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		Interior and exterior photos of dwelling attached
	Site plan indicating location of parking attached		Application Fee 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



# City of Petoskey

## Hotel/Vacation 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
  
- 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**

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