
City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



Dear Applicant:

Subject: Application for an Auction Permit

Thank you for your interest in adding to our community!

Enclosed is an Application for an Auction Permit which must be completed in its entirety in order to conduct an auction. Please familiarize yourself with, and adhere to the Traverse City Code of Ordinances Chapter 806 Auctioneers which can be viewed in its entirety on the City's website at:

https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTEIGHTBU_RETACO_TITWOBURE_CH806AU.

When submitting your application, please include the following:

- 1). \$85.00 Application Fee
- 2). Surety Bond in the amount of \$5,000, registered with the City Clerk

Please note that any applicant requesting an auction permit shall request such a permit from the City Clerk no later than three (3) days prior to holding the auction. Once all departments have approved your request, the City Clerk's Office will issue you a formal **Auction Permit** to the Auctioneer.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or contact Kim Lautner, Registration/Licensing Clerk at klautner@traversecitymi.gov.

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Marentette".

Benjamin Marentette, MMC
City Clerk

CITY OF TRAVERSE CITY
APPLICATION FOR AN AUCTION PERMIT
(City Ordinance Chapter 806)



Applicant's Name: _____

Address: _____
Street City State Zip

Email Address: _____ Phone No. _____

Whose property is being auctioned? _____

Email Address: _____ Phone No. _____

Auction Sale shall be _____ with or _____ without Reservation.

Address of Auction: _____
Street City State Zip

Date(s): _____ Time(s): _____

Requirements:

1. Are tents/canopies to be used? ___ Yes ___ No (If yes, membranes of such tents/canopies shall be of non-combustible materials in accordance with the State Building Code.
2. A surety bond in the amount of \$5,000 is registered with the City Clerk.
3. 72 hour processing period.
4. \$75.00 Fee

The undersigned, declares and says he\she wishes to be permitted to perform the operation, service or act stated hereon and the statements made above are true and correct to the best of his\her knowledge and belief, will comply with all provisions of the ordinances of the city of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the city of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the city of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature of Applicant

Date