
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: Secondhand Store License

Enclosed is an Application for a Secondhand Store License which must be completed in its entirety prior to submission. Please familiarize yourself and adhere to the Traverse City Code of Ordinances Chapter 856 *Secondhand Stores* which can be viewed in its entirety at https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTEIGHTBU_RETACO_TITWOBURE_CH856SEST.

When submitting your application, please include the following:

- 1). \$50 Application Fee
- 2). All Secondhand Stores being licensed within the City limits that are of the same owner. If you need additional room to list multiple store locations please use a separate piece of paper.

Please note that all Secondhand Store Licenses will expire on December 31 of each year.

Once your application and required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. This process may take up to one week. Once all departments have approved your request, the City Clerk's Office will issue you a formal *Secondhand Store License*.

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, Licensing and Election Specialist at klautner@traversecitymi.gov.

Most Sincerely,

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

Benjamin C. Marentette, MMC
City Clerk

