



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

