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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: Sewer Contractor Registration Permit Application**

Enclosed is an Application for a Sewer Contractor Registration Permit which must be completed in its entirety prior to submission. Please familiarize yourself and adhere to the Traverse City Code of Ordinances Chapter 1446 *Licensing of Contractors* which can be viewed in its entirety at:

[https://library.municode.com/mi/traverse\\_city/codes/code\\_of\\_ordinances?nodeId=PTFOURTEE\\_NBUHOCO\\_TITFOURBUAD\\_CH1446LICO\\_1446.01STLIREREMESECO](https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTFOURTEE_NBUHOCO_TITFOURBUAD_CH1446LICO_1446.01STLIREREMESECO).

When submitting your application, please include the following:

- 1). \$20 Application Fee;
- 2). \$4,000 Surety Bond (Michigan licensed Master Plumbers are exempt from this requirement);
- 3). Copy of current builder's/master plumber's license.

Please note that all Sewer Contractor Registration Permits 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. Once all departments have approved your request, the City Clerk's Office will issue you a formal ***Sewer Contractor Registration Permit***.

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](mailto: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 SEWER CONTRACTOR  
(City Ordinance 1446.01(b))**

Contractor Information

Company Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
Street City State Zip

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Please complete all applicable sections

Master Plumber - Current Michigan License Number: \_\_\_\_\_

Residential Maintenance and Alteration Contractor License Number and Categories: \_\_\_\_\_

Residential Builder License Number: \_\_\_\_\_

Other License: \_\_\_\_\_ License Number: \_\_\_\_\_

Please attach the following:

\_\_\_ Surety Bond in the amount of \$4,000; please indicated bond expiration: \_\_\_\_\_

\_\_\_ Annual Permit Application Fee of \$20.00

**Section 1446.01(b) of the Codified Ordinances of Traverse City requires that you verify to the City that you have experience of a nature and type which will adequately demonstrate your familiarity with the methods and procedures used to properly perform installations, alterations and connections of building sewers. Please attach the information and verifications. Michigan licensed Master Plumbers are exempt from this requirement and are not required to furnish a bond. Denials of registration may be appealed to the Construction Board of Appeals.**

**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.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature