



Dear Applicant:

Enclosed is an Application for a Tourist Home License which must be completed in its entirety prior to submission. Please familiarize yourself and adhere to both the attached *Additional Information Regarding Tourist Home License Applications*, and Traverse City Code of Ordinances Chapter 868 *Tourist Homes*, and Sections 1332.01, 1334.01 and 1336.01 which can be viewed in their entirety at [https://library.municode.com/mi/traverse\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/mi/traverse_city/codes/code_of_ordinances).

When submitting your application, please include the following:

1. Completed Application
2. Application Fee (an on-site inspection by the city is required for the first year; and then every three years. The fee is \$220 when an inspection is required and \$150 in other years.)
3. Proof of Insurance
4. For new applications or if changes have been made to the home, a detailed site plan drawn to scale
5. Fire Escape Plan

Please note that all Tourist Home Licenses will expire on December 31 of each year. **Only the owner of the property may hold a license for a Tourist Home License; tenants/lessees are prohibited.** For new applications, notification letters will be sent to the property owners within 300' of the proposed tourist home. Once your application and required documents have been received, the City Clerk's Office will obtain a recommendation from the appropriate departments and agencies. Once all departments have approved your request, the City Clerk's Office will issue you a formal *Tourist Home License*.

*For your information, per the Michigan Department of Treasury PRE Division, if you rent more than 50% of your home, particularly for more than 14 days in a calendar year, you may no longer be eligible for a Principal Residence Exemption (formerly known as the Homestead Exemption). Principal Residence Exemption exempts qualifying property owner(s) from up to 18 mills of property taxes. As such, generally, an owner occupied hosted rental can retain the PRE Exemption. For specific questions regarding the property tax implications of obtaining this license, please contact the City Assessing Department (231) 922-4450, or visit the Michigan Department of Treasury PRE Division ([www.michigan.gov/taxes/0,4676,7-238-43535\\_43539---,00.html](http://www.michigan.gov/taxes/0,4676,7-238-43535_43539---,00.html)).*

We hope this information is helpful! Should you have any questions, please feel free to contact The City Clerk's Office at (231) 922-4480, or Stacy Folgmann, Licensing and Election Specialist [folgmans@traversecitymi.gov](mailto:folgmans@traversecitymi.gov).

Most Sincerely,

Benjamin Marentette, MMC  
City Clerk

**City of Traverse City**  
**Application for Tourist Home License**  
*TC Code of Ordinances: 868, 1332.01, 1334.01, 1336.01*



\_\_\_ New Application

\_\_\_ Renewal Application (shall be submitted no sooner than 90 days before expiration and no later than 30 days before expiration – all licenses expire December 31<sup>st</sup>)

Applicant's Name: \_\_\_\_\_  
(Must be property owner)      First                                  Middle                                  Last

Residence/Tourist Home Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Tourist Home: \_\_\_\_\_

Number of Rooms to be used as Tourist rooms: \_\_\_\_\_

Date of last on-site inspection by City? \_\_\_\_\_

Intensity Level of Tourist Home (choose one):      High                                  Low

Was home built after July 13, 1987? Yes \_\_\_ No \_\_\_ If yes, barrier free codes may be applicable.

***Please initial the following as acknowledgement to conform.***

\_\_\_ If a new application, or if my tourist home has changed in any way, I have attached a site plan showing conformance to provisions identified in the respective zoning code.

\_\_\_ My application is accompanied with Proof of Insurance for Comprehensive General Liability in the amount of \$1 million per occurrence.

\_\_\_ I will maintain guest log as outlined in the Traverse City Code of Ordinances for my tourist home and I agree to provide it to the City upon request.

\_\_\_ I will post in a conspicuous location a summary of the noise ordinance hours and consumer fireworks ordinance as provided by the City Clerk's Office.

\_\_\_ I agree to provide a minimum of one off-street parking space for EACH rented room in my tourist home.

\_\_\_ I am the owner of this property; I am not a tenant/lessee.

**The undersigned declares and says he/she wishes to be permitted to perform the operation, service, or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief. Further says that he/she will comply with all provisions of the ordinances of the City of Traverse City and the laws of the state of Michigan relative to the operation, service, or act for which this license is required during the period the license is in effect. And further 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 any legal liability that**

**may be adjusted against it and 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 operation, service, or act for which the license was issued. Further acknowledges that he/she has received a copy of the rules and regulations.**

**The applicant acknowledges that the City may be required from time to time to release records in its possession, including but not limited to a guest list. 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 of Property Owner & Applicant

## **Additional Information regarding Tourist Home Licenses**

A **low intensity** tourist home means a dwelling where not more than two (2) rooms are rented out for compensation. Each room is limited to not more than two (2) adults, who do not stay for more than fourteen (14) consecutive days and for no greater than 84 guest nights per year.

A **high intensity** tourist home means a dwelling where not more than three (3) rooms are rented out for compensation. Each room is limited to not more than two (2) adults, who do not stay for more than fourteen (14) consecutive days for 85 or greater guest nights per year.

A guest night means an adult who occupies a room in a tourist home overnight. (i.e. Two adult guests occupying a room in a tourist home for 4 nights has stayed for 8 guest nights.

There is a buffer zone of 1000 feet between high intensity tourist homes. No other buffer zones relates to tourist homes are required.

For further clarification, review the Traverse City Code of Ordinances at [https://library.municode.com/mi/traverse\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/mi/traverse_city/codes/code_of_ordinances).

**Term of License:** From date of issuance to the end of the calendar year, expiring annually December 31. All applications to renew a tourist home license shall be submitted to the City Clerk no sooner than 90 days before expiration and no later than 30 days before expiration. If a high intensity tourist home is not renewed within 30 days of expiration, and another application for a high intensity tourist home is submitted within 1,000 feet of that tourist home, the new application will be processed and the existing tourist home will essentially forfeit their high intensity license.

**License Fee:** Non-refundable \$220 fee for applications needing an inspection and a non-refundable \$150 fee for applications not needing an inspection.

### **Checklist for Completing an Application**

- Complete application
- Attach payment.
- Attached Proof of Insurance.
- If a new applicant, or if the existing tourist home has changed in any way, attach a site plan showing conformance to provisions identified in the respective zoning code, including the following information:
- (A mortgage survey is acceptable)
  - a. Legal description, property lines and dimensions of each property line.
  - b. Scale of drawing, north arrow and date.
  - c. Property owners name and address.
  - d. Preparer's name and address.
  - e. Streets and alleys
  - f. Existing buildings on the property.
  - g. Proposed number and location of parking spaces and maneuvering lanes together with their dimensions, description of paving material proposed and the existing or proposed points of site access and egress.
  - h. Location of outdoor use areas including walkways, decks, patios, recreation areas, landscape areas and open space.

**Upon receipt of the above, the following actions will take place:**

1. The Zoning Administrator will review for compliance with the standards of the ordinance.
2. The Fire Inspector will conduct an inspection, which will be done every third year.
3. The Deputy City Treasurer will verify that all taxes and utilities are paid and up to date.
4. The Building Inspector may review because barrier free codes may be applicable if home was built after July 13, 1987.
5. For new applications, notification letters will be sent to the property owners within 300' of the proposed tourist home.
6. The Tourist Home License will be issued.