CITY OF MARQUETTE
SECONDHAND DEALER CHECKLIST

When submitting application materials to the Clerk's Office, include the following:

- ☐ Copy of a current government-issued photo ID
- ☐ Fee required under the adopted City of Marquette Fee Schedule

Additionally, under State law (MCL 445.404:406), secondhand dealers must work with the Marquette Police Department in order to meet recording and reporting requirements. If you have any questions, please contact the Detective Captain at 906-228-0400.

Prior to a license being granted, the application materials will be reviewed and must be approved by the City of Marquette's Treasury, Fire, Community Development, and Police Departments. To expedite the process, a business owner can reach out to the City Fire Inspector to schedule a fire inspection, if necessary.

For Office Use Only:

- ☐ Fire Department Approval
- ☐ Police Department Approval
- ☐ Treasury Department Approval
- ☐ Community Development Department Approval

CITY OF MARQUETTE
SECONDHAND DEALER REPORTING REQUIREMENTS

Secondhand businesses must do the following in accordance with secondhand dealer reporting requirements:

- Keep detailed records of purchases per State of Michigan guidelines in the event there is a police investigation.
- Cooperation with the police if there is an investigation.
- High value items, like gold, should be reported to the police.

Detective Captain Gregory Kinonen
Marquette Police Department
300 W. Baraga Ave.
Marquette, MI 49855
(906) 228-0400
gkinonen@marquettemi.gov

Marquette City Police Contact Information:

Non-Emergency/Office phone: 906-228-0400
Email: police@marquettemi.gov
Fax: 906-228-0446

CITY OF MARQUETTE
BUSINESS LICENSE APPLICATION

Upon submission, attach a copy of a current government issued ID to this form

TYPE OF LICENSE: _____

APPLICANT/OWNER NAME: _____

APPLICANT/OWNER ADDRESS: _____

PHONE NUMBER: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

By signing below, the applicant attests that they have read this application packet, including the relevant sections of the Marquette City Code, and agrees to abide by the requirements detailed therein.

_____ _____

Applicant Signature Date

This application will be reviewed by the Police Chief, the Fire Chief, the Treasurer, and the Planning/Zoning Official of the City of Marquette and must receive their endorsement prior to any license being issued by this office. This process can take up to 10 business days to conclude.