



CITY OF HIGHLAND PARK

Return to Excellence

Mattie Carter
City Clerk

Arthur Blackwell II
Emergency Financial Manager

License Number _____ Date Applied _____

New Renewal

CITY OF HIGHLAND PARK **APPLICATION FOR BUSINESS LICENSE**

The undersigned hereby applies for a license under the provisions of Ordinance No. 802 of the City of Highland Park. It is understood by the applicant that any license granted upon this application shall be revocable at the will of the Council of the City of Highland Park. Failure to complete this application truthfully and in its entirety is basis for denial of the issuance of the business license.

PERMIT YEAR IS MAY 1 THROUGH APRIL 30. ALL BUSINESS LICENSES EXPIRE APRIL 30th OF EACH YEAR. FEES MUST ACCOMPANY THIS APPLICATION. FEES ARE NON-REFUNDABLE.

Business Name _____

For-Profit Corporation Non-Profit Corporation Limited Liability Company Partnership Sole Proprietorship
(If a Partnership, include previous information for all partners. If a Corporation, include previous information for all current officers, directors and principal stockholders. Also include information for other persons having a financial interest in the business and the principal operators of the business. Use attachments if necessary.)

Assumed, trade, or firm name(s) under which this business is to be conducted (e.g., "doing business as"):

Business Address _____

Phone _____ Fax _____

Applicant Name _____ Title _____

(Applicant must present applicable licenses for operation, certificate of occupancy, Social Security number, driver's license number and police clearance if new license.)

Contact Person _____ Address _____ Phone _____

(If different from Applicant)

Regular days and hours of operation _____

Nature and type of business proposed to be conducted, and manner of operation

Nature, character, and quality of goods, wares, merchandise or services to be sold or offered for sale

Will you store any dangerous chemicals or materials on site? No Yes

If so, what type? _____

Have you previously done business in the City of Highland Park? No Yes When? _____

Address of Previous Business	State Tax I.D. and/or State Tax Number

I hereby affirm that the information I have provided is true and correct. [Must be signed by manager or owner.]

Signature _____

Manager

Owner

Date _____

TYPE OF LICENSE YOU ARE APPLYING FOR (Please check all that apply):
 BASIC LICENSE AND FEE ARE REQUIRED OF ALL APPLICANTS, IN ADDITION TO THE SPECIFIC CATEGORY OF LICENSE FEES.

Please make checks and money orders payable to “City of Highland Park” and mail to:

Attention: Mattie Carter, Clerk
 City of Highland Park
 12050 Woodward Avenue
 Highland Park, MI 48203

<u>Type of License</u>	<u>Fee</u>	<u>Type of License</u>	<u>Fee</u>
<input type="checkbox"/> Basic (required)	100.00	<input type="checkbox"/> Restaurant / Microwave	100.00
<input type="checkbox"/> Cabaret – Class A	175.00	<input type="checkbox"/> Rooming House	
<input type="checkbox"/> Cabaret – Class B	100.00	<input type="checkbox"/> Minimum	50.00
<input type="checkbox"/> Cabaret – Class C	100.00	<input type="checkbox"/> Maximum	150.00
<input type="checkbox"/> Cigarettes	20.00	<input type="checkbox"/> Second Hand Goods (bond required)	75.00
<input type="checkbox"/> Convalescent Home	150.00	<input type="checkbox"/> Second Hand Jewelry (bond required)	75.00
<input type="checkbox"/> Fingerprints (when required by ordinance)	20.00	<input type="checkbox"/> Theater (9 inch screen)	300.00
<input type="checkbox"/> Foster Care / Group Home	200.00	<input type="checkbox"/> Trailer Rental	
<input type="checkbox"/> Gasoline Station	75.00	<input type="checkbox"/> 1 to 20	150.00
<input type="checkbox"/> Self Service	100.00	<input type="checkbox"/> 21 or more	225.00
<input type="checkbox"/> Pumper	25.00	<input type="checkbox"/> Used Auto Parts (bond required)	100.00
<input type="checkbox"/> Hotel / Motel	300.00	<input type="checkbox"/> Vendor's Sticker # _____	
<input type="checkbox"/> Junk Dealer / Buyer (bond required)	75.00	<input type="checkbox"/> Frozen Desserts	250.00
<input type="checkbox"/> Mechanical Amusement Device		<input type="checkbox"/> Handcart	50.00
<input type="checkbox"/> Coin-Operated Mechanical Device		<input type="checkbox"/> Kiosks (per month)	75.00
<input type="checkbox"/> Coin-Operated Musical Device		<input type="checkbox"/> Wagon	100.00
<input type="checkbox"/> Motion Picture Device		<input type="checkbox"/> Vending Machine(s)	
<input type="checkbox"/> Proprietors (Each)	100.00	<input type="checkbox"/> 1 to 5	75.00
<input type="checkbox"/> Distributors (Each)	100.00	<input type="checkbox"/> 6 to 10	100.00
<input type="checkbox"/> 1 to 25 Devices	250.00	<input type="checkbox"/> 11 to 20	125.00
<input type="checkbox"/> 26 to 50 Devices	300.00	<input type="checkbox"/> 21 to 40	150.00
<input type="checkbox"/> 51 to 75 Devices	350.00	<input type="checkbox"/> 41 to 70	175.00
<input type="checkbox"/> 76 to 100 Devices	400.00	<input type="checkbox"/> 71 to 100	225.00
<input type="checkbox"/> 101 to 200 Devices	450.00	<input type="checkbox"/> Over 200 (each)	100.00
<input type="checkbox"/> Over 200	500.00	<input type="checkbox"/> Washing, Cleaning & Polishing Motor	150.00
<input type="checkbox"/> Pool Table	75.00	Vehicles	
<input type="checkbox"/> Public Auction / Auctioneers	125.00	<input type="checkbox"/> Business License Renewal	

CITY / DEPARTMENT USE ONLY

All clearances needed for new businesses. For business license renewal, only Clerk and Treasurer approval/review needed.

Department Approvals / Review:

City Clerk _____ Date _____

Treasurer _____ Date _____

Property / Personal Taxes Owed? Yes No

Police Clearance _____ Date _____

Fire Inspection _____ Date _____

Zoning Clearance _____ Date _____
 (Community & Economic Development)