



CITY OF HIGHLAND PARK

Office of the City Clerk

12050 WOODWARD AVE., HIGHLAND PARK, MI 313.252.0050 EXT. 223

Brenda Green
City Clerk

CITY CLERK USE ONLY:		
Date Applied: _____	License Number _____	Date Mailed: _____

APPLICATION FOR BUSINESS LICENSE

(Please complete front and back of application)

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.**

License year is **May 1st - April 30th** / All Business Licenses expire April 30th / Payment of fees **must** accompany this application

FEES ARE NON-REFUNDABLE

Note: Any debt to the City of Highland Park must be paid **before** a license is issued.

New businesses require verification of occupancy and may **NOT open for business until Business License is received**

New Renewal

1. Business Name _____ Tax # _____

If different from above, name which this business is to be conducted under

2. Business Street Address _____ Phone (____) _____

Mailing Address: _____

Web address: _____ Email address: _____

3. Manager's Name _____ Cell/Home Phone (____) _____
(NEW businesses **must** submit copy of owner's or manager's driver's license.)

4. Owner's Information: Name: _____

Home Address _____ City _____ Zip _____

5. Number of full-time employees _____ Number of part-time employees _____ Number of Parking Spaces _____

6. Hours of Operation: _____ **Rooming House:** number of occupants _____

7. Nature and type of business proposed to be conducted, and manner of operation (Describe fully): _____

8. Nature, character, and quality of goods, wares, merchandise or services to be sold or offered for sale (Describe fully): _____

9. Will you store any dangerous chemicals or materials on site? No Yes (If yes, please describe _____)

10. Building Alarmed? No Yes Alarm Company Name _____ Phone (____) _____

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

Signature _____ Date _____ Manager Owner



DISCLOSURE PAGE

Must be completed yearly

1. Business Name Owners Name (If corporation see #3)

2. Owner's Contact Information: Cell/Home Phone Email address:

3. Corporation name and mailing address:

Contact for Corporation: Name Title: Cell/Home Phone

4. Did you purchase an existing business? No Yes Previous Business Name

5. Date of Occupancy?

6. Are you the owner of the property? Yes No (If no, please complete "a")

a. Property owners complete information: Name: Address: Phone:

7. Does business owner/corporation currently operate another business in this or any other state? No Yes

8. Prior to this business, have you previously done business in the City of Highland Park? No Yes (If yes, complete grid)

Table with 3 columns: When, Address of Previous Business, Previous State Tax I.D. and/or State Tax Number

9. Has the business owner ever had a business license revoked or suspended? No Yes (If yes, please provide the following)

Business Name

Address

Reason(s) for revocation or suspension

10. Any prior criminal/misdemeanor convictions or violation of any municipal ordinance for any applicant, partner or corporation officer? No Yes (If yes, attach a separate sheet for each individual detailing the dates of conviction(s), nature of the crime(s) and court or tribunal where the matter was adjudicated.)

I, PLEASE PRINT, do hereby acknowledge and subscribe to the foregoing instrument and declare all statements to be true. I authorize the City of Highland Park, its agents, and employees to seek information and conduct an investigation to verify the veracity of the information provided, including record checks of all individuals listed on this application.

Applicant's Signature Date

BUSINESS LICENSE FEE SCHEDULE

(Please check all that apply)

Basic License and Fire Inspection Fees are required of **all** businesses in **addition** to the applicable specific License Fee(s).

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

City Clerk’s Office
City of Highland Park
12050 Woodward Avenue
Highland Park, Michigan 48203

<u>Type of License</u>	<u>Fee</u>	<u>Type of License</u>	<u>Fee</u>
<input checked="" type="checkbox"/> BASIC (All Applicants)	100.00	<input checked="" type="checkbox"/> FIRE INSPECTION (All Applicants)	150.00
<input type="checkbox"/> Cabaret – Class A (Night Club)	175.00	<input type="checkbox"/> Restaurant / Microwave	100.00
<input type="checkbox"/> Cabaret – Class B (Elks/VFW)	100.00	<input type="checkbox"/> Rooming House	
<input type="checkbox"/> Cabaret – Class C (Restaurant)	100.00	<input type="checkbox"/> 1 or 2	50.00
<input type="checkbox"/> Cigarettes	20.00	<input type="checkbox"/> 3 or more	150.00
<input type="checkbox"/> Convalescent Home	150.00	<input type="checkbox"/> Second Hand Goods (bond required)	75.00
<input type="checkbox"/> Foster Care / Group Home	200.00	<input type="checkbox"/> Second Hand Jewelry (bond required)	75.00
<input type="checkbox"/> Gasoline Station	75.00	<input type="checkbox"/> Theater (9 inch screen)	300.00
<input type="checkbox"/> Self Service	100.00	<input type="checkbox"/> Trailer Rental	
<input type="checkbox"/> Pumper	25.00	<input type="checkbox"/> 1 to 20	150.00
<input type="checkbox"/> Hotel / Motel	300.00	<input type="checkbox"/> 21 or more	225.00
<input type="checkbox"/> Junk Dealer / Buyer (bond required)	75.00	<input type="checkbox"/> Used Auto Parts (bond required)	100.00
<input type="checkbox"/> Mechanical Amusement Device		<input type="checkbox"/> Vendor’s Sticker # _____	
<input type="checkbox"/> Coin-Operated Mechanical	(set by	<input type="checkbox"/> Frozen Desserts	250.00
<input type="checkbox"/> Coin-Operated Musical	Council)	<input type="checkbox"/> Handcart	50.00
<input type="checkbox"/> Motion Picture Device		<input type="checkbox"/> Kiosks (per month)	75.00
<input type="checkbox"/> Proprietors (Each)	100.00	<input type="checkbox"/> Wagon	100.00
<input type="checkbox"/> Distributors (Each)	100.00	<input type="checkbox"/> Vending Machine(s)	
<input type="checkbox"/> 1 to 25 Devices	250.00	<input type="checkbox"/> 1 to 5	75.00
<input type="checkbox"/> 26 to 50 Devices	300.00	<input type="checkbox"/> 6 to 10	100.00
<input type="checkbox"/> 51 to 75 Devices	350.00	<input type="checkbox"/> 11 to 20	125.00
<input type="checkbox"/> 76 to 100 Devices	400.00	<input type="checkbox"/> 21 to 40	150.00
<input type="checkbox"/> 101 to 200 Devices	450.00	<input type="checkbox"/> 41 to 70	175.00
<input type="checkbox"/> Over 200	500.00	<input type="checkbox"/> 71 to 100	225.00
<input type="checkbox"/> Pool Table	75.00	<input type="checkbox"/> Over 200 (each)	100.00
<input type="checkbox"/> Public Auction / Auctioneers	125.00	<input type="checkbox"/> Washing, Cleaning & Polishing Motor Vehicles	150.00
<input type="checkbox"/> Pawn Shop (bond required)	300.00	<input type="checkbox"/> Fingerprints (when required by ordinance)	20.00
		<input type="checkbox"/> Background Check (<i>New Applicants</i>)	10.00

CITY DEPARTMENT USE ONLY

NEW businesses require approval from ALL departments / Renewals require only Treasurer, Fire and Clerk approval.

Department Approval:

Treasurer _____ Date _____

Police Chief _____ Date _____

Fire Inspector _____ Date _____

Zoning Clearance _____ Date _____
(Community & Economic Development)

City Clerk _____ Date _____

City Clerk's Use Only

_____ Disclosure Form - not submitted/incomplete 1st notice _____

_____ Owe Personal Property Tax 2nd notice _____

_____ Insufficient Payment 3rd notice _____

Total due \$ _____

Other - _____

