



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 Issued:** _____

APPLICATION FOR VENDING LICENSE

(Please complete entire application)

The undersigned hereby applies for a license under the provisions of Ordinance No. 874 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 vending license.**

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

1. Business Name _____ Tax # _____

Name under which this business is to be conducted _____

2. Owner's Name _____ Cell/Home Phone (_____) _____

Home Address _____ City _____ Zip _____

Business Address _____ City _____ Zip _____

3. Describe goods, wares, merchandise or services to be sold: _____

4. Location where goods and/or services will be sold: _____

5. Any felony convictions for any applicant, partner or corporation officer? No Yes (If yes, attach a separate sheet detailing the dates of conviction(s), nature of the crime(s) and court or tribunal where the matter was adjudicated.)

6. Has applicant ever had a vendor license revoked or suspended? No Yes (If yes, please provide the following)

Business Name _____

Reason(s) for revocation or suspension _____

I, PLEASE PRINT _____, do hereby acknowledge 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 information provided, including record checks of all individuals listed on this application.

Signature _____ Date _____



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Continued

Vending License Fee Schedule

Vending license fees are required of all vendors

<input type="checkbox"/> Truck, vehicle, etc	\$550.00	\$50 NON-refundable application fee
<input type="checkbox"/> Handcart, kiosk, etc	\$225.00	\$25 NON-refundable application fee
<input checked="" type="checkbox"/> Background check	\$10.00	Required of ALL vendors each year

Payable to “**City of Highland Park**”

Required Documentation

- _____ Copy of government-issued photo identification
- _____ Copy of Wayne Safe Serve Certificate
- _____ Copy of Commercial General Liability Insurance (\$1,000,000)
- _____ Copy of proof of auto insurance (Food Truck/vehicle)
- _____ Copy of current vehicle registration (Food Truck/vehicle)
- _____ Property Owner Permission Letter

Vehicle Information: Color _____ Year _____
(if applicable)

Make _____ Model _____

License Plate# _____

**** CITY USE ONLY ****

Department Approval:

Police Chief _____ Date _____

Vehicle Inspector _____ Date _____

City Clerk _____ Date _____

City Council Approved Denied date _____