



CITY OF HIGHLAND PARK

Office of the City Clerk

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

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

Brenda Green City Clerk

APPLICATION FOR BUSINESS LICENSE

(Please complete and return ALL pages)

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

checkbox New checkbox Renewal

checkbox Check box for changes, please note page(s) and item number(s): _____

Date: _____

1. Business Name _____ Tax # _____

Name business is to be conducted under (if different from above) _____

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 photo identification)

4. Owner's Information: Name: _____

Home Address _____ City _____ Zip _____

5. Nature and type of business proposed to be conducted, and manner of operation: _____

If operating a Rooming/Boarding House: number of occupants _____

6. Hours of Operation: _____ Number of employees: full-time _____ part-time _____

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

8. Will you store dangerous chemicals or materials on site? No checkbox Yes checkbox If yes, please describe _____

9. Building Alarmed? No checkbox Yes checkbox 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 _____ checkbox Manager checkbox 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, complete "a" below) (copy of lease/deed required for new business)

a. Property owner's **complete** information:

Company: _____

Contact: _____

Address: _____ City _____ State _____ Zip _____

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)

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.)

PLEASE PRINT

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

CITY DEPARTMENTS

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

Department Approval:

Treasurer _____ Date _____

Police Chief _____ Date _____

Fire Chief _____ Date _____

Building Inspector _____ Date _____

City Clerk _____ Date _____

For Use by Clerk's Office

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

_____ Owe Personal Property Tax 2nd notice _____

_____ Insufficient Payment 3rd notice _____

Total due \$ _____

Other - _____

