



CITY OF HIGHLAND

OUT OF CITY BUSINESS LICENSE APPLICATION

In order to avoid a delay in processing your application, please provide all applicable information, and type or print clearly.

Out of City Vendor/Contractor
Short Term License

FEE: \$125.00- 1 year
FEE: \$30.00/month (3 mo max)
\$15.00/Week, or \$5.00/Day

Business Name/DBA: _____
Location Address: _____
City, State, Zip: _____
Business Phone: () _____
Message Phone: () _____
Fax number: () _____
Mailing address if different from business address:
Mailing Address: _____
City, State, Zip: _____

Type of Business: _____ Sole Proprietor _____ Partnership _____ Corp
_____ Limited Liability Corp. _____ Charitable _____ Other

Owner or Principal Officers:

Name: _____ Title: _____
Home Address: _____ SS#: _____
City, State, Zip: _____ CDL#: _____
Phone#: _____

Name: _____ Title: _____
Home Address: _____ SS#: _____
City, State, Zip: _____ CDL#: _____
Phone#: _____

Federal Tax ID/SS#: _____ Contractors License #: _____
State Resale Permit #: _____ Health Permit #: _____
Other Permit/License: _____ Number of employees: _____
Type of Business: _____ Project Start Date: _____

I declare, under penalties of Perjury, by signing as (one of) the owner(s)/Principal Officer(s) listed below, that this application, including attachments, have been examined by me, as well as the property owner(s), and to the best of my knowledge believe to be true, accurate and complete of all facts. I further certify that the above business will be conducted in compliance with the applicable provisions of The City of Highland Municipal Codes & Ordinances, including State and Federal laws. In addition, I assume responsibility to renew this business license on an annual basis and pay the renewal fees on time. I understand that I will be subject to late fees, additional administrative charges, and/or have the business license revoked due to non-compliance of the conditions set forth by the City of Highland. I also agree to notify the City of Highland of any and all changes in business status relating to this application. As a courtesy, the City will send you a renewal notice. If you do not receive the notice, it is your responsibility to pay by the due date to avoid penalties. The applicant has up to 90 days to comply with the application process and the renewal process. If you do not meet this time period, your business license will be closed. You may reapply and pay all associated fees.

Signature: _____ Date: _____
Signature: _____ Date: _____

OFFICE USE ONLY

Valid Contractors License: _____
Project Start Date: _____