



CITY OF HIGHLAND

INFORMATION CHANGE LICENSE APPLICATION

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

CHANGE OF OWNER OR BUSINESS NAME-

FEE: \$25.00

All state and county permits must be resubmitted with new owners information

Building & Safety Certificate of Occupancy (Commercial licenses only)

FEE: \$145.00

Fire Permit (Commercial licenses only)

FEE: \$130.00

TOTAL FEES: \$ 300.00

CHANGE OF LOCATION

FEE: \$65.00

Planning permits required for all signs and copies of all updated permits required

Building & Safety Certificate of Occupancy

FEE: \$145.00

Fire Permit

FEE: \$130.00

TOTAL FEES: \$ 340.00

Business Name/DBA: _____

Old Location Address: _____

City, State, Zip: _____

New Location Address: _____

City, State, Zip: _____

Business Phone: () _____

Fax number: () _____

Type of Business: _____ Sole Proprietor _____ Partnership _____ Corp
_____ LLC _____ Charitable _____ Other

Type of business being conducted: _____

New Owner or Principal Officer

Name: _____ Title: _____

Address: _____ CA Driver's License _____

City, State, Zip: _____ Phone Number: _____

Previous Business Owners name: _____

Previous Business Owners signature: _____

Federal Tax ID# _____ ARD License #: _____

Seller's Permit #: _____ Health Permit #: _____

Other license: _____ # of employees: _____

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.

Signature: _____

Date: _____

OFFICE USE ONLY

() X _____ X _____

Zoning Planning Approval Date Code Enforcement Approval Date

X _____ X _____

BP# Building & Safety Approval Date Fire Inspector Approval Date