



# 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.

<u>          </u> <b>CHANGE OF BUSINESS NAME</b>	<b>FEE: \$30.00</b>
<u>          </u> <b>CHANGE OF LOCATION</b>	<b>FEE: \$75.00</b>
<i>Planning permits required for all signs and copies of all updated permits required</i>	
<i>Building &amp; Safety Certificate of Occupancy</i>	<b>FEE: \$145.00</b>
<i>Fire Permit</i>	<b>FEE: \$145.00</b>
	<b>TOTAL FEES: \$ 365.00</b>

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: \_\_\_\_\_

### 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

**INFORMATION CHANGE BUSINESS LICENSE**

(OWNER OR MODIFICATION)

**CHANGE OF OWNERSHIP/PREVIOUS OWNER'S DECLARATION**

I DECLARE, UNDER PENALTIES OF PERJURY, BY SIGNING AS ONE OF THE PREVIOUS BUSINESS OWNERS BELOW, THAT I HAVE FULLY AUTHORIZED:

Names of New Business owner(s)/Principal/Officer(s)

TO TAKE OVER MY BUSINESS:

Name of old business

Business Location

IN ORDER TO CONDUCT A BUSINESS FOR THE PURPOSE OF:

Type of Business

IN COMPLIANCE WITH THE APPLICABLE PROVISIONS OF THE CITY OF HIGHLAND MUNICIPAL CODE & ORDINANCES, STATE & FEDERAL LAWS.

Date:

(Previous Business Owner's Printed Name)

Date:

(New Business Owner's Signature)

**NOTICE OF BUSINESS LICENSE CHANGE**

REQUEST TO CHANGE BUSINESS NAME ONLY- FOR BUSINESS LOCATED AT:

Business Location

Old Business Name

New Business Name- Must attach a copy of updated fictitious business name statement

REQUEST TO CHANGE ADDRESS (see Planning Dept). Cert of Occupancy and Fire Permit required

(Old Business Location)

(New Business Location)

Date:

(Business Owner's Signature)

**APPLICANT SIGNATURE**

I DECLARE, UNDER PENALTIES OF PERJURY, BY SIGNING AS (ONE OF) THE OWNER(S)/PRINCIPAL OFFICER(S) LISTED BELOW, THAT THIS ATTACHMENT HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE IS TRUE, ACCURATE, AND COMPLETE OF ALL FACTS. IN ADDITION, I AM AWARE OF THE OLD LICENSE'S DUE EFFECTIVE DATE(S) AND THAT I HAVE THE OPTION TO REQUEST A MODIFIED LICENSE FOR A FEE.

Date:

(Business Owner's Signature)