



**City of Highland**  
**27215 Base Line, Highland, CA 92346**  
**(909) 864-6861**

---

Effective immediately, City Hall lobby will be closed until April 30, 2020. Staff will continue to work during this time. **All activities will be done via email or US mail.** We will accept credit card payments over the phone on a case by case basis.

**EXCEPTION: Only construction related items can be done**  
**by appointment only.**

Below are some phone numbers and email addresses to assist you. Please contact the Receptionist at (909) 864-6861 if you are not sure which department you need.

We appreciate your patience and understanding as we all work together to minimize the impacts and spread of COVID-19.

### **Building and Safety**

Please contact Cecilia Hernandez at (909) 864-6861, ext. 232, or you can email her at [chernandez@cityofhighland.org](mailto:chernandez@cityofhighland.org), or you can contact Matt Wirz at (909) 864-6861, ext. 257, or you can email him at [mwirz@cityofhighland.org](mailto:mwirz@cityofhighland.org).

### **Business Licenses**

Please visit [www.cityofhighland.org](http://www.cityofhighland.org) and download the appropriate application. If you have any questions about the application process or need to renew a business license, please call Sophia Meza at (909) 864-6861, ext. 225, or email her at [businesslicense@cityofhighland.org](mailto:businesslicense@cityofhighland.org).

## **Code Enforcement**

City of Highland Code Enforcement will continue to respond to complaints or public nuisance violations. Notices or Citations issued by Code Enforcement will continue to be sent via USPS Certified Mail, or posted on the property in violation. Please contact Shannon Wisniewski at (909) 864-6861, ext. 201, or email her at [swisniewski@cityofhighland.org](mailto:swisniewski@cityofhighland.org) to report a Code Enforcement violation or public nuisance. Please allow 2-3 business days for an officer to begin reviewing the complaint.

## **Dog License**

If you would like to apply for or renew a dog license, please call Lia Dominguez at (909) 864-6861, ext. 243, or email her at [ldominguez@cityofhighland.org](mailto:ldominguez@cityofhighland.org).

## **Engineering**

If you would like to apply for an Encroachment, Construction, Excavation or other Engineering Permits, please contact Jay Tuttle at (909) 864-6861, ext. 240, or email him at [jtuttle@cityofhighland.org](mailto:jtuttle@cityofhighland.org). You can get various permit applications and procedures by visiting our website using the following link: <http://ci.highland.ca.us/Standards/>.

## **Fire Division**

If you would like to submit plans to the Fire Division, please contact Cecilia Hernandez at (909) 864-6861, ext. 232, or email her at [chernandez@cityofhighland.org](mailto:chernandez@cityofhighland.org), or contact Craig Sanchez at (909) 864-6861, ext. 248, or email him at [csanchez@cityofhighland.org](mailto:csanchez@cityofhighland.org). All submittals will require three sets of plans.

## **Parking Citations & Administrative Citations**

If you would like to pay for a parking citation or administrative citation or wish to appeal a citation, please call Michelle Gomez at (909) 864-6861, ext. 264, or email her at [mgomez@cityofhighland.org](mailto:mgomez@cityofhighland.org).

## **Planning/Zoning**

If you need information regarding zoning, land use, building or making an addition to a home or business, please call Angela Tafolla at (909) 864-6861, ext. 258, or e-mail [atafolla@cityofhighland.org](mailto:atafolla@cityofhighland.org). Planning applications can be found on the Downloads page of the city's website at [www.ci.highland.ca.us](http://www.ci.highland.ca.us). Please complete the appropriate application and submit by mail with a check.

## **Public Services**

If you would like to apply for a Vacant Property Refuse Exemptions or have a solid waste/street sweeping concern, please contact Carlos Florez at (909) 864-6861, ext. 271, or email him at [cflorez@cityofhighland.org](mailto:cflorez@cityofhighland.org). If you have any questions or concerns about recent NPDES Inspection, please contact Carlos Florez at (909) 864-6861, ext. 271, or email him at [cflorez@cityofhighland.org](mailto:cflorez@cityofhighland.org). If you would like to report any illegal dumping, please contact Salli Wilson at (909) 864-6861, ext. 250, or email her at [swilson@cityofhighland.org](mailto:swilson@cityofhighland.org).

## **Public Works**

If you would like to report any Public Works related matters such as:

- non-functioning traffic signals, burned out street lights, potholes, graffiti, speeding or any other concern within public right-of-way
- existing capital improvement projects under construction
- impacts related to storm events and are in need of sandbags

Please contact Alondra Muñoz at (909) 864-6861, ext. 217, or email her at [amunoz@cityofhighland.org](mailto:amunoz@cityofhighland.org). Additionally, if you are seeking information regarding the SR 210 Lane Addition/Base Line Interchange project please visit the following website for more information: [www.gosbcta.com/project/sr-210-lane-addition-base-line-interchange](http://www.gosbcta.com/project/sr-210-lane-addition-base-line-interchange).

## **Volunteer Services**

At this time all events have been canceled. If you have any questions regarding any events or volunteer programs please contact Denise Moreno at (909) 864-6861, ext. 203, or email her at [dmoreno@cityofhighland.org](mailto:dmoreno@cityofhighland.org).