



# CITY OF HIGHLAND PARK

Office of the City Clerk

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

Brenda Green  
City Clerk

<b>CITY CLERK USE ONLY:</b>		
Date Applied: _____	License Number _____	Date Issued: _____

## APPLICATION FOR VENDING LICENSE

(Please complete entire application)

The undersigned hereby applies for a license under the provisions of Ordinance No. 874 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 vending license.**

License year is **May 1<sup>st</sup> - April 30<sup>th</sup>** / All Vending Licenses expire April 30<sup>th</sup> / Payment of fees **must** accompany this application

1. Business Name \_\_\_\_\_ Tax # \_\_\_\_\_  
Name under which this business is to be conducted \_\_\_\_\_
2. Owner's Name \_\_\_\_\_ Cell/Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Business Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_
3. Describe goods, wares, merchandise or services to be sold: \_\_\_\_\_  
\_\_\_\_\_
4. Location where goods and/or services will be sold: \_\_\_\_\_
5. Any felony convictions for any applicant, partner or corporation officer? No  Yes  (If yes, attach a separate sheet detailing the dates of conviction(s), nature of the crime(s) and court or tribunal where the matter was adjudicated.)
6. Has applicant ever had a vendor license revoked or suspended? No  Yes  (If yes, please provide the following)  
Business Name \_\_\_\_\_  
Reason(s) for revocation or suspension \_\_\_\_\_  
\_\_\_\_\_

I, **PLEASE PRINT** \_\_\_\_\_, do hereby acknowledge 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 information provided, including record checks of all individuals listed on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# CITY OF HIGHLAND PARK

Office of the City Clerk

12050 Woodward Ave., Highland Park, MI (313) 252-0050 ext. 223

Brenda Green  
City Clerk

## APPLICATION FOR VENDING LICENSE

Continued

### Vending License Fee Schedule

Vending license fees are required of all vendors

<input type="checkbox"/> Truck, vehicle, etc.	\$550.00	\$50 NON-refundable application fee included
<input type="checkbox"/> Handcart, kiosk, etc	\$225.00	\$25 NON-refundable application fee included
<input checked="" type="checkbox"/> Background check	\$10.00	Required of <b>ALL</b> vendors every year

Payable to “**City of Highland Park**”

### Required Documentation

\_\_\_\_\_ Copy of government-issued photo identification

\_\_\_\_\_ Copy of Safe Serve Certificate

\_\_\_\_\_ Copy of Commercial General Liability Insurance naming the City of Highland Park as an additional insured (\$1,000,000)

\_\_\_\_\_ Copy of proof of auto insurance (Food Truck/vehicle)

\_\_\_\_\_ Copy of current vehicle registration (Food Truck/vehicle)

**Vehicle Information:** Color \_\_\_\_\_ Year \_\_\_\_\_  
(if applicable)

Make \_\_\_\_\_ Model \_\_\_\_\_

License Plate# \_\_\_\_\_

### **\*\* CITY USE ONLY \*\***

#### **Department Approval:**

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_ Date \_\_\_\_\_

City Clerk \_\_\_\_\_ Date \_\_\_\_\_

City Council  approved  denied \_\_\_\_\_