TOWN OF HIGHLAND

HIGHLAND MUNICIPAL BUILDING • 3333 RIDGE ROAD • HIGHLAND, INDIANA 46322
(219) 972-7589 • FAX (219) 972-5097

RE: Business License

To All Highland Businesses and Landlords:

I hope this letter arrives to find you well. I am writing you as a person or entity who is subject to Highland's business licensing ordinance. If you currently are holding a license, I am writing in order to remind you that the enrollment and renewal period will begin December 1st. Your current license expires December 31, 2014. The license fee is $25 if paid before March 1st. If paid on or after March 1, 2015 the fee is $50.

If you do not have a current business license, again, I am writing to you in the belief that you may be engaged in an activity that is subject to licensing under the ordinance. Business activity includes home occupations, commercial enterprises and residential leasing or rental. Even if you are a landlord renting only one unit or residence, the business license ordinance applies.

An application has been enclosed for your convenience. However, you may go online at highland.in.gov., click on the Clerk-Treasurer Department to download an application as well as, the licensing ordinance.

If you are applying for the first time, please fill out the application completely, including your email address and mail it along with your fee payable to the Town of Highland, directed to the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322.

If you are renewing and you have no changes, simply provide your name, the business name and address, indicate *"renewing no changes"* at the top of the form and your signature on the bottom. Again, the Town begins taking applications and renewals December 1, 2014.

Finally, please let us know if you wish to have your future renewal notices to be sent to the email address that you provide instead of regular mail.

Should you have any questions feel free to call 219-838-1080.

Sincerely,

Denise Jacobs

Denise Jacobs
Chancery & Bursar Clerk

TOWN OF HIGHLAND
BUSINESS LICENSE APPLICATION

3333 Ridge Road, Highland, Indiana 46322
219-838-1080

Official Name of Business: _____

Address: _____

Phone No.: _____ Email: _____

Hours of operation: _____

Owner(s)/Operator(s): _____

Home Address & Phone No.: _____

Name of Applicant: _____

( ) **Please check if this is a home occupation (Please supply us with a written description of what the home occupation consists of).**
( ) **Check if you have an Alarm System.**

Principle contacts to be called in case of an emergency or business irregularity after closing hours. List them in the order of preference in which you wish them to be contacted. At least one key holder must be listed.

	Name	Address	Phone No.	Key holder Y/N	Over the age of 18? Y/N
1.					
2.					
3.					

Are there any hazardous products(s) that may be harmful to life or safety on the premises? YES_____ NO_____
The normal location in building: _____
If yes, attach Material Safety Data Sheets (MSDS Forms). These will be forwarded to the Fire Department.

Any **FOREIGN CORPORATION** must submit Certificate of Authority from Indiana Secretary of State.

Describe how the solid waste will be managed, including reduction, reuse and recycle steps. If a business has no convenient way to recycle, a statement to that effect shall be sufficient in the application._____

_____

Nature of this business: (See back of page for codes.) _____

_____
Signature of Applicant

License fee before March 1st. $25.00
License fee on or after March 1st. $50.00

OFFICE USE ONLY

Fee: _____ Receipt No.: _____
Received by: _____ Date: _____

Form approved by the Office of the Clerk Treasurer pursuant to Section § 110.03 (Nov. 2011).
Business license authority.
Sections 110.01-110.16 of the Highland Municipal Code and IC 36-8-2-10.

BUSINESS LICENSE CLASSIFICATION (November 1, 2011)

1. Construction and building trades and services (general contractors, HVAC, masonry, metal work, concrete, carpentry, electrical, excavating, landscaping, etc
2. Eating and drinking establishments (restaurants, bars, and taverns)
3. Arts, entertainment and leisure (bowling, movie theaters, fun centers, etc.)
4. Financial, administrative, and professional services (banks, stock and bond brokerage, mortgage bankers, lawyers, accountants, insurance sales, engineers, real estate, etc.)
5. Health services (doctors, clinics, physical therapists, etc.)
6. Hotels and motels
7. Manufacturing
8. Passenger transportation and travel
9. Personal services (beauty salons, barbers, spas, tanning salons, etc.)
10. Public, educational, and social services (VFW, schools, library, churches, etc.)
11. Repair and maintenance services
12. Retail, apparel
13. Retail, auto
14. Retail, building, lumber, and hardware
15. Retail, clothing
16. Retail, food
17. Retail, furniture
18. Retail, general merchandise
19. Retail, other
20. Trucking, shipping and freight storage and transit
21. Wholesale Trade (merchant wholesalers, durable and nondurable goods)
22. Other services_____
23. Miscellaneous_____
24. Landlord (Multiple addresses, please attach list).