



Application for Mercantile License

PLEASE PRINT LEGIBLY TO AVOID DELAYS IN PROCESSING YOUR APPLICATION

Pursuant to Section 4-9 of the General Revised Code of the Borough of Highlands, issuance of a Mercantile

License is hereby requested. I am applying for (check all that apply):

____ Mercantile License (\$50) ____ Transfer (\$25)
Board of Health (Contact directly. See below.)

BUSINESS INFORMATION

Name of Business: _____

Corporate Name (if different): _____

Business Physical Street Address: _____

City: _____

State: _____

Zip: _____

Business Mailing Address (if different): _____

City: _____

State: _____

Zip: _____

Type of Business: _____

Business Phone #: _____

Business E-Mail: _____

Describe Business in Detail: _____

For Mobile Vendors-Please attach a photo of vehicle to be used, copy of vehicle registration & insurance card.

OWNER INFORMATION

Name: _____

Address (if different): _____

City: _____ State: _____ Zip: _____

Phone #: _____

E-Mail: _____

Secondary Contact Name: _____

Secondary Contact Phone #: _____

State any pertinent facts about the Owner, their officers or managers, which will enable the Borough to make a fair examination of the eligibility of the application: _____

Has any previous license in the Borough, held by the applicant, been suspended or revoked?
 _____ No _____ Yes, please explain: _____

Are you indebted or obligated, in any matter, to the Borough of Highlands except for current taxes or water?
 _____ No _____ Yes, please explain: _____

Notes:

- All new applicants are required to be fingerprinted. Please call Highlands Police Dept. at (732) 872-1163 to schedule and obtain up to date fingerprinting cost.
- Certificate of Occupancy Application and Fees must be submitted.
- Fire Inspection Fees are separate.
- Any business cooking and/or selling any type of food or drink for human consumption MUST have a Board of Health License in addition to their Mercantile License. Please contact: Monmouth County Board of Health Department at (732) 431-7456 for Health License.
- License fees are NOT prorated based on date applied.

OFFICE USE ONLY

Department:	Comments:	Date Approved:	
Zoning			
Police			
Clerk			
Department of Buildings & Housing			
Fire Prevention			
Monmouth County Health Department			
Administrators Initials	Approved:	Denied:	
Approval or Denial Date	Date Approved	Date Denied:	
Administrator Comments:			
Denial and Appeal Notice Mailed on:	Date	Appeal Filed?	Date
Date License Issued:			
Fees Collected:			

If the Application is Denied, Applicant shall have ten days from the receipt of notice of disapproval to appeal to Borough Council. The Council shall render a decision no later than 30 days after the date the appeal is received. You may file the letter of appeal with the Clerk.