



HIGHLANDS BOROUGH
42 Shore Drive – Highlands – NJ – 07732

Mercantile License 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):

| | | | | | |
|--------------------------|---|--------------------------|----------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | Mercantile License (\$50) | <input type="checkbox"/> | Mobile Vender (\$50) | <input type="checkbox"/> | Transfer (\$10) |
| <input type="checkbox"/> | Board of Health (Various See Ordinance) | <input type="checkbox"/> | | <input type="checkbox"/> | Peddler/Solicitor/Canvasser (\$10) |

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 Venders-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 to obtain up to date fingerprinting cost.
- Certificate of Occupancy Application & 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, Mobile Vendor, or Peddler License.
- License fees are NOT prorated based on date applied for/granted.
- Mobile vendors and Peddlers are only permitted to operate 9am to sunset as per Borough Code.

OFFICE USE ONLY

| Department: | Comments: | Date Approved: |
|--|---------------|--------------------|
| Police | | |
| Fire Inspector | | |
| Code Enforcement | | |
| Construction | | |
| Zoning | | |
| Monmouth County Health Department | | |
| Clerk | | |
| 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.