



HIGHLANDS BOROUGH
42 Shore Drive, Highlands, NJ 07732
www.highlandsborough.org
(732) 872-1224 x201

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):

Mercantile License (\$50) Mobile Vehicle Vendor (\$50) Mobile Foot Vendor (\$25)
Board of Health (Contact directly. See below.) Transfer (\$25)

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, Mobile Vendor (Vehicle & Foot) 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.
- Mobile and Foot Vendor are only permitted to operate 5am to midnight as per Borough Code.

OFFICE USE ONLY

Department:	Comments:	Date Approved:
Zoning		
Police		
Clerk		
Mobile and Foot Food Vendors and Carts Require Additional Inspections		
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.