



CITY OF HIGH POINT
REVENUE COLLECTION DIVISION
336.883.3205

APPLICATION FOR BUSINESS REGISTRATION

Year _____ Reference _____ REG. _____

Application must be completed, signed and returned with remittance.

The following information must be furnished before registration will be issued. Instructions on reverse side. (Please type or print)

(1) Email address REQUIRED

(2) Business Name: _____ Parent Corporation (if applicable)

(3) Business Address: _____ City: _____ State: _____ zip: _____

(4) Mailing Address: _____ City: _____ State: _____ zip: _____

(5) CHECK ONE: Individual Partnership Corporation LLC (6) SIC Code _____

(7) Business Phones: _____ FAX: _____

(8) Name: _____ Title: _____ Home Address _____ City: _____ State: _____ zip: _____ Home Phone _____

Name: _____ Title: _____ Home Address _____ City: _____ State: _____ zip: _____ Home Phone _____

(9) Managers Name: _____ Title: _____ Managers Address _____ City: _____ State: _____ zip: _____ Managers Home Phone _____

(10) Does firm own building? Yes No Property Owner _____

(11) Number of Employees _____ Business Start Date _____

(12) Nature of business (Explain) _____

Section	Description	Units	Unit Fee/Receipts	Section Fee
90000	Business Registration		25.00	25.00

(13) Total Registration Fee _____
 (14) Penalty (If Applicable) _____
 (15) Total Amount Due _____

Signature of Owner/Officer

Title:

Date:



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GENERAL INFORMATION FOR BUSINESS REGISTRATION

The Business Registration is to require businesses located within the city limits of High Point to register with the City in order for the City to have up to date records for the uses of buildings within the City, the commercial purposes of business, to assist with fire and police protection, and for the general health, safety, and welfare of the citizens of High Point. If a person shall operate businesses at two (2) or more separate locations, a separate city registration for each location of the business shall be required. Business registration is non-transferable.

Registration and payment may be mailed to the attention of City of High Point Customer Service, PO Box 10039, High Point, NC 27261 or submitted in person at the Collection Division office any weekday 8 a.m. to 5 p.m., Suite 220, Municipal Office Building, 211 S Hamilton Street, High Point, NC. If you have questions concerning this application or need additional information, you may call 336-883-3205.

NEW REGISTRATION – Application must be completed and signed by an owner or officer of the business and returned with remittance to the address listed above. A business registration must be purchased before engaging in any business activity or a \$25 civil penalty will be assessed.

RENEWAL BUSINESS – Application must be completed, corrected if necessary, signed by an owner or officer of the business and returned with remittance on or before the due date of April 30. The registration year shall run from May 1st through April 30th. Any change in business location and/or business activity must be reported to the City's Revenue Collection Division. A renewal notice will be sent approximately 30 days prior to the expiration of your current registration. However, the failure to receive a renewal notice does not relieve you or your obligation to renew your registration or pay penalty for late renewal. Delinquent renewals are subject to a \$25.00 civil penalty.

Incomplete applications will not be processed and registration will not be issued until all fees are paid.

INSTRUCTIONS FOR COMPLETING APPLICATION

- 1 Primary email address for the business or business owner(s). Registration cannot be completed without a valid email address.
- 2 Name the business will be known by and Parent Corporation name if applicable. Example: ABC Company and Consolidated Printing, Inc.
- 3 Address from which the business will operate. Include Street Name, City, State and Zip Code.
- 4 Mailing address if different from the business address.
- 5 Identify if business is owned individually, by partnership, corporation or LLC by checking the appropriate space.
- 6 Standard Industrial Classification Code (SIC) a code developed by the Federal government for use in the classification of establishments by the type of activity in which they are engaged. Record our SIC code if known.
- 7 Telephone number(s) of business and fax number if applicable.
- 8 Name, address and telephone number of owner(s) – individual or partners. If corporation, list name, address and telephone number of 2 corporate officers such as President and Secretary.
- 9 Manager's name, address and telephone number.
- 10 Name of person or corporation you are leasing/renting property from if different from business owner(s).
- 11 Number of employees at this location and date business started or will start at the location from which registration is sought.
- 12 Describe the nature of the business. Give description of the business activities carried on at this location.

Payment is accepted in the form of cash, check, money order, Master Card, Visa or Discover.

The business shall post the registration certificate conspicuously in the place that the business is registered.

“By signing this application, it is understood by the applicant that the issuance of a registration does not constitute acceptance or approval of the use of the named location as having complied with existing building codes, fire prevention code or zoning code. Business owner(s) remain fully liable and responsible for bringing the premises in conformity with all applicable City and State Codes.”

BUSINESS REGISTRATION EXEMPTION

The City's legal staff identified two criteria for exemption of business registration:

1. Enterprises necessarily owned and operated by persons with State issued occupational licenses.

-AND -

2. State issued occupational licenses which have a State requirement of continuing education.

Physicians, Attorneys, and Dentists are examples of professionals who are exempted. Appeals claiming the benefit of the exemption must submit licensure documentation.