

# CITY OF HIGHLAND PARK

Building Department  
12050 Woodward Ave., Highland Park, MI 48203  
(313) 252-0050 Ext. 209

**TO:** Permit Applicant  
**FROM:** Building Department  
**SUBJECT:** Permit Application(s)

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We are unable to process your permit and are returning it to you for the following reasons:

- Failure to have the permit application originally signed by the licensee or the licensee's authorized agent. To give authorization to an agent, the City of Highland Park Building Department requires an originally signed notarized letter of authorization.
  - Permit submitted on outdated form.
  - Failure to have the permit application completely filled out. Complete all highlighted areas on the permit application and return.
  - Failure to provide correct fees. Make checks payable to the City of Highland Park for the amount of:  
\_\_\_\_\_.
  - Failure to provide the contractor registration form. The form must be originally signed by the contractor of record, and the contractor of record's signature must be originally notarized.
  - Failure to provide contractor registration information as required per the Contractor Registration Form. Complete all highlighted areas on the Contractor Registration Form and provide the following information:  
\_\_\_\_\_.
  - Failure to provide copies of the following licenses:
    - Driver's license(s) of licensee(s)
    - Builder's - individual and company
    - Electrical - contractor's and master's
    - Electrical sign - sign specialty contractor and specialist
    - Fire Alarm - contractor's and technician's
    - Plumbing - contractor's and master's
    - Mechanical - contractor's and/or boiler's
    - Manufactured Housing License
  - Failure to provide all necessary paperwork. Submit the following documents:
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