



CITY OF BUFFALO
PERMIT & INSPECTION SERVICES

OFFICE OF LICENSES



BYRON W. BROWN
Mayor

JAMES COMERFORD, Jr
Commissioner

LODGING HOUSE AGENT APPLICATION

1. **Applicant must appear in person.**
2. **Proof of Residence:** driver's license, voter registration card, or other evidence acceptable by the Commissioner
3. **Attach a notarized statement of the experience of the agent.**
4. **Obtain a Police Check**
 - a. Have the enclosed form completed and stamped at the Buffalo Police Dept, 74 Franklin St.
 - b. If there is a felony, get a disposition from City Court, 50 Delaware Ave.
 - c. If there is any record from another municipality, you must also obtain a record from that township.
5. **TWO (2) Passport Size Photos** (example: from a photo booth or department store)
6. **Submit the License Fee of \$30.00**

Expiration Date: February 1st

Applicant Name _____ **Phone** _____

Applicant Address _____
street city state zip

PROPERTY TO BE MANAGED

Name of Owner _____ **Number of Rooming Units** _____

Address of Lodging House _____
Number , street

Subscribed and sworn before me this _____ day of _____ 20 ____ _____ Commissioner of Deeds in and for the City of Buffalo

Applicant Signature

Print Name

Date _____



CITY OF BUFFALO - BUSINESS LICENSE APPLICATION

65 Niagara Sq. City Hall Room 301 Buffalo, NY 14202
Phone (715) 851-4078 Fax (716) 851/4952

REQUIRED COPIES of DOCUMENTATION with BUSINESS LICENSE APPLICATION

- Copy of current Government Issued Photo Identification**
(i.e. Driver's License or Green Card)
- Copy of current Utility Bill listing applicant's home address**
(not required for personal license, i.e., taxi driver, peddler, etc.)
- Copy of New York State Tax ID Certificate or Social Security Number**
(not required for personal license, i.e., taxi driver, peddler, etc.)
- Copy of DBA (Business Certificate) or Corporate Filing Receipt**
(not required for personal license, i.e., taxi driver, peddler, etc.)
- Copy of Proof of Ownership of Property (Deed) for Business location or a Commercial Lease Agreement**
(not required for personal license, i.e., taxi driver, peddler, etc.)
- Submit a Police Record Check for**
 - Auctioneer
 - Collection Agency
 - Arcade
 - Public Dance Hall
 - Restaurant Dance
 - Landscape/Snow Removal
 - Tow Tuck
 - Taxi Cab Driver
 - Second Hand Dealer
 - Scrap Processor
 - Tire Handler
 - Used Car Dealer
 - Pawn Broker
 - Lodging House
 - Lodging House Agent
 - Flee Market
- Complete Application Form**
- Complete New License Affidavit**
- Submit Required Documentation with Fee**



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65 Niagara Square 301 City Hall, Buffalo, NY 14202
(716) 851-4078 FAX (716) 851-4952 www.city-buffalo.com

HOUSING COURT VIOLATION LICENSE APPLICATION AFFIDAVIT

I, _____ have submitted a License Application(s)
(print applicant name)

with the City of Buffalo's Office of Licenses at: _____
(business location)

I am applying for the following license types: _____

By signing this affidavit, I do hereby attest to the fact that neither I nor any partners and/or corporate officers of this business entity have any existing and/or pending City of Buffalo Housing Court proceedings against the property listed above nor any other properties owned in the City of Buffalo. I further understand that if, for any reason, the Office of Licenses finds this information to be inaccurate; that the City of Buffalo reserves the right to deny the issuance of any and all City of Buffalo Licenses requested to operate this business entity.

NEW LICENSE APPLICATION AFFIDAVIT

I am aware that it is a violation of city ordinances to operate my business establishment without all required licenses, and that I must not open and/or operate my business establishment until said time that all the required licenses have been issued. I further understand, that if for any reason, the Office of Licenses deems my business establishment to have been open and/or operated prior to the issuance of all required city licenses, that this shall constitute a violation of city ordinances and said violation shall be cause to deny the issuance of any and all city licenses required to operate my business establishment.

Subscribed and sworn before me this
_____ day of _____ 20 ____

Applicant Signature

Commissioner of Deeds in and for the City of Buffalo

Date _____



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(i.e. Driver's License or Green Card)

- Copy of** current **Utility Bill** listing applicant's home address
(*not required for personal license, i.e., taxi driver, peddler, etc.*)

- Copy of** **New York State Tax ID Certificate** *or* **Social Security Number**
(*not required for personal license, i.e., taxi driver, peddler, etc.*)

- Copy of** **DBA (Business Certificate)** *or* **Corporate Filing Receipt**
(*not required for personal license, i.e., taxi driver, peddler, etc.*)

- Copy of** **Proof of Ownership of Property (Deed)** for **Business** location
or a Commercial Lease Agreement
(*not required for personal license, i.e., taxi driver, peddler, etc.*)

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