CITY OF BUFFALO

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

All information on this form is public record

BUSINESS LICENSE APPLICATION

	fee
☐ **Used Car Dealer**	$262.50
☐ **Second Hand Dealer**	$118.00
☐ **Scrap Processor**	$ 78.75
☐ **Wholesale Junk Dealer**	$262.50

	fee
☐ **Tire Handler I** 10 -1000 tires	$118.00
☐ **Tire Handler II**	$262.50

Include NYS Environmental Conservation Law Part 360; **Storage plan** and **General Liability Insurance** at least $50,000 both for personal injury and property damage, must contain 10 day cancellation clause with the certificate holder as City of Buffalo, Office of Licenses Room 301, Buffalo NY 14202

Tire Storage Information
Inside Storage ____ yes ___ no
Outside Storage ____ yes ___ no

☐ **Flee Market**	fee
1-10 tables	$ 78.75
11-25 tables	$155.00
+26 tables	$210.00

Corporation Name _____ Business Phone ( ) ____-_____

Business Name (dba) _____ Business Fax ( ) ____-_____

Business Address (no PO Box) _____

Mailing Address (if different) _____

NYS Tax ID # _____ Business Website _____ E-Mail _____

Owner(s)/ Principal Partners
Applicant (last, first) _____ Home Phone _____

Home Address: (PO Box not acceptable) _____
Date of birth _____ Place of Birth _____

Co-Applicant (last, first) _____Home Phone _____

Home Address: (PO Box not acceptable) _____
Date of birth _____ Place of Birth _____

Describe your specific business activity in detail. _____
_____
_____
_____

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

_____
Commissioner of Deeds in and for the City of Buffalo, New York

I am aware of the obligation to provide timely notice of any change in required information, and I have informed all owners, managers, or other principals of their criminal and/or civic responsibility for the timely fulfillment of restrictions and conditions to the license or timely abatement of any nuisance activity at or associated with the business.

As an authorized agent of the entity identified above, I certify the information on this form is true, correct, complete and current to the best of my knowledge and belief.

Print Name _____

Signature _____ **Date** _____

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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	Second Hand Dealer
Collection Agency	Scrap Processor
Arcade	Tire Handler
Public Dance Hall	Used Car Dealer
Restaurant Dance	Pawn Broker
Landscape/Snow Removal	Lodging House
Tow Tuck	Lodging House Agent
Taxi Cab Driver	Flee Market

☐ **Complete Application Form**

☐ **Complete New License Affidavit**

☐ **Submit Required Documentation with Fee**

BYRON W. BROWN
Mayor

CITY OF BUFFALO

PERMIT & INSPECTION SERVICES

OFFICE OF LICENSES

JAMES COMERFORD, Jr.
Commissioner

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, or 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 ___

_____
Commissioner of Deeds in and for the City of Buffalo

_____
Applicant Signature

Date _____