



DEPARTMENT OF PERMIT & INSPECTION SERVICES

Louis Petrucci
COMMISSIONER

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** **Property Address** with proof of ownership, (e.g.) deed or notarized letter of intent to lease from property owner.
- ☐ **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 Truck	Lodging House Agent
Taxi Cab Driver	Flea Market
- ☐ **Storage Plan and General Liability Insurance (Tire Handlers only)**

Per *NYS Environmental Conservation Law Part 360*. Commercial liability Insurance must be for at least \$50,000 for 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.*** Must be submitted as an ACORD 25 certificate of insurance.
- ☐ **Complete Application Form**
- ☐ **Complete New License Affidavit**
- ☐ **Submit Required Documentation with Fee**

Office of Licenses
65 NIAGARA SQUARE / 301 CITY HALL BUFFALO, NY 14202-3303
(716) 851-6583 / (716) 851-4041 / (716) 851-4766
Email: dpislicenseinsurance@buffalony.gov

All information on this form is public record

BUSINESS LICENSE APPLICATION

☐ **Used Car Dealer** FEE \$300.00

COMMON COUNCIL REQUIRED

☐ **Second Hand Dealer** FEE \$200.00

COMMON COUNCIL REQUIRED

☐ **Scrap Processor** FEE \$215.00

COMMON COUNCIL REQUIRED

☐ **Wholesale Junk Dealer** FEE \$400.00

COMMON COUNCIL REQUIRED

☐ **Tire Handler I** FEE \$250.00

10 -1000 tires

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 Handler II** FEE \$375.00

1000< tires

Must provide storage plan and insurance as per above

Tire Storage Information

Inside Storage ____ yes ____ no

Outside Storage ____ yes ____ no

☐ **Flea Market** FEE \$215.00
COMMON COUNCIL REQUIRED

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 / Notary

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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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 / Notary

APPLICANT NOTIFICATION

ALL Applications MUST HAVE THIS NOTIFICATION SIGNED BY COUNCIL PERSONNEL FOR THE APPLICABLE DISTRICT COUNCILMEMBER LISED BELOW & RETURN THIS NOTIFICATION TO THE OFFICE OF LICENSE prior to the application being considered for Approval. This is to inform Councilmembers what businesses are in their District.

THIS IS NOT AN APPROVAL NOR DOES THIS DOCUMENT INFER THAT SAID APPROVALS WILL BE GRANTED

Licensee Name: _____

License Application Address _____ **Buffalo, NY** _____

DELAWARE DISTRICT	JOEL P. FEROLETO	1405 CITY HALL	851-5155
ELLCOTT DISTRICT	LEAH M HALTON-POPE	1408 CITY HALL	851-4980
FILLMORE DISTRICT	MITCHELL P. NOWAKOWSKI	1401 CITY HALL	851-4138
LOVEJOY DISTRICT	BRYAN BOLLMAN	1316A CITY HALL	851-5151
MASTEN DISTRICT	ZENETA B. EVERHART	1405 CITY HALL	851-5145
NIAGARA DISTRICT	DAVID A. RIVERA	1504 CITY HALL	851-5125
NORTH DISTRICT	JOSEPH GOLOMBEK JR.	1502 CITY HALL	851-5116
SOUTH DISTRICT	CHRISTOPHER P. SCANLON	1315 CITY HALL	851-5169
UNIVERSITY DISTRICT	RASHEED N. C. WYATT	1508 CITY HALL	851-5165

Council Personnel Signature _____ **District** _____

Date _____