



CITY OF YONKERS PAWNBROKER LICENSE APPLICATION

20 South Broadway, 10th Floor • Yonkers, NY 10701
914-377-6808 • Email: ConsumerHelp@YonkersNY.gov

APPLICATION REQUIREMENTS

Pursuant to the provisions of the City Code of Yonkers,
All required documents must be submitted with the completed application.
Missing items will result in the delay and/or denial of the application.

1. Application signed by the applicant (Business Owner/Tenant) before a Notary Public.
Applicant must be an owner, partner or officer of the business.
2. Certificate of Occupancy listing current Corporation and/or Tenant.
To obtain Certificate or apply for Change of Tenant contact Dept. of Housing and Buildings.
3. Police Department Affidavit must be signed by the applicant before a Notary Public.
If convicted of a felony & unable to complete affidavit, attach explanation.
4. Business Certificate, Partnership Certificate or Articles of Incorporation.
5. Valid, NY State-issued identification.
6. Bond; Payable to City of Yonkers, to be executed by the licensee and by a security company, authorized to transact business in the State of New York, in the penal sum of Ten Thousand dollars (\$10,000).
7. Owner Affidavit completed and signed by the **owner of premises/building** before a Notary.
8. Video Camera Affidavit signed by applicant before a Notary Public.
9. Department of Housing and Buildings Inspection Report with listed documents.
Please Note: Location of Business must be in a C, CM or I Zoning District.
To determine district, contact Dept. of Housing & Buildings. 914-377-6500

LICENSE FEES, TERMS AND EXPIRATION DATE

1. \$750.00 License Fee; NON-REFUNDABLE.
Payable to the City of Yonkers; *Certified Business Check OR Money Order*
2. \$125 Background Check Fee; NON-REFUNDABLE.
U.S. Postal Money Order ONLY; payable to the City of Yonkers.
Yonkers Police Department will conduct background check prior to license issuance.
3. Certificate of Occupancy will not be accepted without current Corporation or Tenant listed.
Change of Tenant must be applied with Department of Housing and Buildings prior to submitting Pawnbroker application.
4. License expires December 31st following date of issuance and is not prorated or transferable.

Mayor Mike Spano
Director Kerry O'Brien Hess



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Name:		Social Security #:	
Home Address:			
City:		State:	Zip Code:
Phone/cell #: () -			
Date of Birth: / /		Driver License State:	#:
E-mail:			
Have you ever been arrested or convicted of a crime?		If yes, explain (attach sheet)	
Type of Ownership: ☐ Individual ☐ Partnership ☐ LLC ☐ Corporation ☐ Other (explain)			
Name of Company:			
DBA/Trade or Display Name:			
Business Address:			
City:		State:	Zip Code:
Business Phone Number:		Web address:	
Your Title with Company:			

Hold Harmless Clause

The applicant agrees to protect, defend, indemnify, and hold the City of Yonkers and its employees free and harmless from and against any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to the amount of judgments, penalties, interest, court cost, legal fees incurred by the City of Yonkers et al, death or damages to property (including property of the City of Yonkers et al) and without limitations by enumeration, all other claims or demands of every character occurring or in anyway incident to, in connection with, or arising directly or indirectly out of the said agreement. The applicant agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demands, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc) is groundless, false, or fraudulent.

I, _____ being duly sworn, deposes and says that all of the answers in the foregoing application are true. I give my consent for the agency to conduct a background check to confirm any/all information provided herein.

Sworn and subscribed to before me

This ____ day of _____, 20__.

Signature of Applicant

Date

Notary Public

Mayor Mike Spano
Director Kerry O'Brien Hess



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You must list EACH additional owner, partner and officer involved with the company:
(use additional sheets, if necessary) *If none, initial here: _____

Name:	Title:	SS#:
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Home Address:

Name:	Title:	SS#:
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Home Address:

Name:	Title:	SS#:
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Home Address:

Name:	Title:	SS#:
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Home Address:

You must list ALL unsatisfied judgments in which the applicant, partner(s) or officer(s) are named
as judgment debtor:
(use additional sheets, if necessary) *If none, initial here: _____

Judgment Debtor	Judgment Creditor	Disposition / Court	Date

Mayor Mike Spano
Director Kerry O'Brien Hess



City of Yonkers
POLICE DEPARTMENT
104 South Broadway
Yonkers, New York 10701
(914) 377-7235

Police Department Affidavit

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) SS:
CITY OF YONKERS)

I, _____, **APPLICANT'S NAME**

Being duly sworn, depose and state that I am ____yrs of age, being born on the ____ day of _____,
_____, in the City/Town/Village of _____, in the State of _____.

I presently reside at _____,
in the City/Town/Village _____ State of _____, with my _____.

I am presently employed as a _____,
by _____.

I do hereby solemnly swear under oath that I have never been convicted of a felony, anywhere or at anytime.

I make this statement with full knowledge that if same is not the truth, I will be liable to the criminal charge of perjury for giving false information.

Applicant Signature & Date: _____

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC



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PREMISES/BUILDING OWNER AFFIDAVIT

Consent to Operate a Pawnbroker

IN THE MATTER OF: _____,
APPLICANT'S NAME

APPLICANT FOR LICENSE TO OPERATE A PAWNBROKER AT:

BUSINESS NAME

ADDRESS

STATE OF NEW YORK)
COUNTY OF _____) :SS

I, _____, being duly sworn depose and say that:
PREMISES/BLDG. OWNER

_____ is the owner of the land and
PREMISES/BLDG. OWNER/CORP NAME

improvement located at the address named above where the Pawnbroker is to be operated. The deponent individually, as such owner, or on behalf of said corporation as its duly authorized officer and managing agent, hereby consents that the applicant named above may maintain a Pawnbroker, until said consent is terminated in writing and a copy of such termination is transmitted by certified mail, return receipt requested, to the Consumer Protection Bureau. Deponent warrants that he or she is authorized to make this affidavit and the statements and representations contained herein.

Signature of Premises/Building Owner Date

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 20____

NOTARY

Mayor Mike Spano
Director Kerry O'Brien Hess

VIDEO CAMERA SYSTEM CODE REQUIREMENTS

§ 84-1 Video camera systems required.

It shall be required that the following business establishments: businesses that are licensed to sell alcohol by the State of New York to the public for consumption, either on or off premises; businesses whose premises are regularly open to the public for any amount of time between the hours of 12:00 midnight and 4:00 a.m.; check-cashing businesses; licensed secondhand dealers that buy and sell precious metals; pharmacies that are licensed by the State of New York; and pawn shops that are licensed by the City of Yonkers (hereinafter collectively referred to in this chapter as "businesses") install and maintain a video camera system (hereinafter referred to as "system") that conforms with the following requirements:

- A. The video cameras shall be installed at or near each and every entrance or exit regularly used by customers or employees. Said cameras shall be positioned so as to view and record a full frame of the individual's face as he/she is entering and/or exiting the business establishment, and to the extent practicable, activity within 15 feet of the area around each entrance or exit.
- B. The video cameras shall be sufficiently light sensitive and provide sufficient image resolution (supported by additional lighting if necessary) to produce easily discernible and accurate facial images recorded at all times.
- C. The video camera shall record at a minimum speed of eight frames per second.
- D. The video cameras images shall be capable of being viewed through use of appropriate technology, including but not limited to a computer screen or closed-circuit television monitor.
- E. The video recorder shall be digital in nature and be capable of transferring the recorded images to a portable, digital form of media.
- F. The video cameras are not required to have audio capability.
- G. The video cameras shall be maintained in good working condition.
- H. The video cameras shall be in operation and recording during all hours of operation of the business and for two hours after the business closes.
- I. The recordings made by video cameras installed and maintained pursuant to this section shall be indexed by dates and times.

§ 84-2 Operating procedures.

The businesses subject to the provisions of this chapter must comply with the following requirements in relation to the preservation of the recordings, storage of the system, availability of recordings, dissemination of recordings, inspection of systems and certification of compliance:

- A. The recordings made by video cameras installed and maintained pursuant to this chapter must be preserved for a minimum of 30 days.
- B. The recordings made by video cameras installed and maintained pursuant to this chapter must be made available to the City of Yonkers Police Department for purposes of an official investigation or when approved by the Police Commissioner or his/her designee.
- C. The recordings must be turned over to the City of Yonkers Police Department upon its demand while the business is open and/or as soon as possible if the business is closed.
- D. All recordings made by video cameras installed and maintained pursuant to this chapter while in possession of the business shall be stored in a locked receptacle, preferably located in a controlled access area, to which only authorized personnel may have access, or shall otherwise be secured so that only authorized personnel may access such video recordings.
- E. The establishment shall keep a log of all instances of requests for, access to, dissemination and use of recorded materials made by video cameras installed and maintained pursuant to this chapter. Copies of the access log shall be provided to the City of Yonkers Police Department upon demand.
- F. The video camera system must be available to the City of Yonkers Building Department and Police Department for inspection at all times, during such time that the business is open to the public, to ensure compliance with the requirements set forth in this chapter.
- G. Each business establishment subject to the provisions of this chapter shall submit a certification report to the Police Department, on a form prescribed by said department, by January 31 of each year. The report shall certify that the business has complied with this chapter.

§ 84-3 Installation of video cameras.

The businesses subject to the provisions of this chapter must comply with the New York State Uniform Fire Prevention and Building Code and the rules and regulations promulgated thereunder and the Code of the City of Yonkers when installing and maintaining the video camera system.

§ 84-4 Extension of time for compliance.

In the event the business demonstrates a good reason why it cannot meet the date set for obtaining a video camera system, the Police Commissioner, or his/her designee, may for such good reason stated grant one extension of time to comply with this chapter, such time not to exceed six months.

§ 84-5 Penalties for offenses.

The violation of any provision of this chapter shall be a Class III offense except that any violation of § 84-2A, B, C, D and E shall be a Class I offense.



City of Yonkers
POLICE DEPARTMENT
104 South Broadway
Yonkers, New York 10701
(914) 377-7235

VIDEO CAMERA AFFIDAVIT

I _____, the owner of

APPLICANT'S NAME

_____, located at

BUSINESS NAME

BUSINESS ADDRESS

have read and understand *Chapter 84. Video Camera Systems* of the City Code of Yonkers. I also understand that failure to fully comply with *Chapter 84* is a Class III offense, except that any violation of 84-2A, B, C, D and E shall be a Class I offense. The above Business may be inspected by the Yonkers Police Department at any time to ensure compliance.

Business Contact Number : _____

E-Mail Address: _____

Applicant Signature & Date: _____

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC

20 South Broadway
3rd Floor
Yonkers, NY 10701

CITY OF YONKERS
DEPARTMENT OF HOUSING AND BUILDINGS Phone: 914-377-6500
INSPECTION REPORT

The Consumer Protection Bureau will not accept Applications without completed Inspection Report and Applicable documents must be attached.

For Information Contact Dept. of Housing and Buildings: (914) 377- 6500

Block/Lot:

Name of Business:

Address:

Yonkers, NY

Zip Code:

Name of Applicant:

Contact(#):

Email:

Type of Business:

1. CERTIFICATE OF OCCUPANCY

Was Certificate of Occupancy issued in your Business/Tenant Name?

- ☐ YES. If YES, attach current Certificate of Occupancy.
☐ NO. If NO , a CHANGE OF TENANT must be filed with Dept. of Housing and obtained prior to submitting application/renewal with Consumer Protection.

2. BACK FLOW PREVENTER DEVICE

Is there a Backflow Preventer Device installed at Location?

- ☐ YES. If YES, attach the annual DOH-1013 test report.
☐ NO.

3. FIRE SPRINKLER SYSTEM

Is there a Fire Sprinkler System installed at Location?

- ☐ YES. If YES, attach the annual NFPA-25 Sprinkler test report.
☐ NO.

4. FIRE ALARM SYSTEM

Is there a Fire Alarm System installed at Location?

- ☐ YES. If YES, attach annual NFPA Fire Alarm test report and monitoring agreement.
☐ NO.

5. EMERGENCY LIGHTS AND ILLUMINATED EXIT

Are Emergency lights and illuminated Exit signs Installed?

- ☐ YES. If YES, attach licensed Electricians' notarized report on Electricians' letterhead.
☐ NO. If NO, licensed Electrician must file Electrical Permit to install lights with Building Dept. prior to submitting application with Consumer Protection.

6. Exterior Sign

Is there an Exterior Sign?

- ☐ YES. If YES, attach current Sign Permit.
☐ NO.