



# 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**
  - Collection Agency
  - Lodging House
  - Lodging House Agent
  - Arcade
  - Restaurant Dance
  - Public Dance Hall
  - Auctioneer
  - Second Hand Dealer
  - Scrap Processor
  - Used Car Dealer
  - Tire Handler
  - Pawn Broker
  - Taxi Cab Driver
  - Ambulance Driver
- Complete Application Form and License Fee**
- Complete New License Application Fee**

OFFICE OF LICENSES  
313 CITY HALL  
BUFFALO, NEW YORK 14202  
851-4078

APPLICATION MUST BE COMPLETED IN FULL  
PHOTO ID REQUIRED AT TIME OF APPLICATION  
NO EXCEPTIONS

**PAWNBROKER'S LICENSE APPLICATION**  
**(\$400.00 ANNUAL LICENSE FEE)**

Date \_\_\_\_\_ 20\_\_\_\_

APPLICANT NAME \_\_\_\_\_ APPLICANT HOME PHONE # \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_  
(NO., STREET) (CITY, TOWN, OR VILLAGE) (STATE) (ZIP)

CO-APPLICANT NAME \_\_\_\_\_ CO-APPLICANT HOME PHONE # \_\_\_\_\_

CO-APPLICANT ADDRESS \_\_\_\_\_  
(NO., STREET) (CITY, TOWN OR VILLAGE) (STATE) (ZIP)

CORPORATION NAME \_\_\_\_\_ DATE INCORPORATED \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ DATE OF BUSINESS CERTIFICATION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_  
(NO., STREET) (CITY, TOWN OR VILLAGE) (STATE) (ZIP)

MAILING ADDRESS (if different than business address) \_\_\_\_\_  
(NO., STREET) (CITY, TOWN OR VILLAGE) (STATE) (ZIP)

BUSINESS PHONE \_\_\_\_\_ FAX# \_\_\_\_\_

STATE TAX ID NUMBER \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

**\*\*\*MUST ATTACH PROPOSED RATE SCHEDULE TO BE CHARGED**

\_\_\_\_\_  
Applicant Signature

*Subscribed and sworn to before me this* \_\_\_\_\_  
*day of* \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Commissioner of Deeds in and for the  
City of Buffalo, New York*

**NON REFUNDABLE APPLICATION FEE**

APPLICATION RELEASE FORM

TO BE MAILED TO:

Buffalo Police Department  
Identification Section  
74 Franklin Street  
Buffalo, New York 14202

There is a \$10.00 fee to process this data. By mail, payment MUST be made by money order. DO NOT send cash through the mail. In person, payment can be made by money order or cash. Checks are not accepted. Make money order payable to the Buffalo Police Department.

Be sure to include a stamped, self-addressed envelope so that this information can be mailed to you. Complete all the information listed below and have your identification and signature verified by a Notary Public (or) Commissioner of Deeds, as listed on the bottom of this application. Without total compliance to these instructions, you WILL NOT receive the requested information.

**ALL SIGNATURES MUST BE ORIGINAL**

NAME OF APPLICANT: \_\_\_\_\_ MADIEN NAME: \_\_\_\_\_

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

STATE OF NEW YORK)  
COUNTY OF ERIE ) SS.  
CITY OF BUFFALO )

On the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_ Before me personally appeared

\_\_\_\_\_ To me know to be the same person described in, and who Executed the foregoing instrument and acknowledged the executions thereof.

\_\_\_\_\_  
Notary Public/Commissioner of Deeds

\*\*\*\*\*TO BE COMPLETED BY IDENTIFICATION SECTION PERSONNEL\*\*\*\*\*

RECORD ATTACHED

NO RECORD ON FILE

VERIFIED BY: \_\_\_\_\_

DATE VERIFIED: \_\_\_\_\_

**NOTE: USE OF THIS INFORMATION IS NOT BASED ON FINGERPRINT IDENTIFICATION. DO NOT RETAIN AFTER 60 DAYS FROM DATE VERIFIED. NOT VALID UNTIL STAMPED.**

# PAWNBROKER'S BOND

Known all men by these presents, That we \_\_\_\_\_

As Principal \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ as Surety are held and firmly bound unto the City of Buffalo in the sum of Five Thousand (\$5,000) Dollars, lawful money of the United States, to be paid to the said City of Buffalo, its certain attorney or assigns, for which payment well and truly to be made, we bind ourselves, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally firmly be these presents.

SEALED with our seals, and dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WHEREAS, the Director of Licenses of the City of Buffalo has granted or is about to grant unto the above bounden \_\_\_\_\_

\_\_\_\_\_ a license to carry on the business of pawnbroker at No. \_\_\_\_\_ Street in said city

upon the application of said \_\_\_\_\_ therefore.

NOW THEREFORE, the condition of this obligation is such this if the above bounden \_\_\_\_\_ shall observe the ordinances of the said city in regard to pawnbrokers, shall faithfully discharge \_\_\_\_\_ duties as pawnbroker, and shall account for and deliver over all the moneys, pledged articles and things of value and the proceeds of any sale thereof to the City of Buffalo and each person financially interested therein, in the manner provided by law, then this obligation to be void, otherwise to remain in full force and effect.

\_\_\_\_\_  
(L.S.)

\_\_\_\_\_  
(L. S.)

\_\_\_\_\_  
(L. S.)



CITY OF BUFFALO  
DEPARTMENT OF ECONOMIC DEVELOPMENT,  
PERMIT & INSPECTION SERVICES

OFFICE OF LICENSES



BYRON W. BROWN  
Mayor

JAMES COMERFORD, Jr.  
Commissioner

**NEW LICENSE APPLICATION AFFIDAVIT**

I, \_\_\_\_\_ have submitted a Licenses Application with the City of Buffalo's Office of Licenses to do business at \_\_\_\_\_. I am aware that it is a violation of city ordinances to operate my business establishment without all the 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 or all City licenses required to operate my business establishment.

\_\_\_\_\_  
**Applicant Signature**

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Deeds

Office of Licenses  
65 NIAGARA SQUARE / 301 CITY HALL  
BUFFALO, NY 14202-3303  
(716) 851-4078 / FAX: (716) 851-4972

**CHARTER AND CODE OF THE CITY OF BUFFALO, NEW YORK, v74 Updated 6-5-2004**  
**PART II GENERAL LEGISLATION**  
**Chapter 254, JUNK DEALERS AND PAWNBROKERS**  
**ARTICLE I, General Regulations**  
**§ 254-1. Definitions.**

**PAWNBROKER** -- Any dealer who loans money on deposit or pledge of personal property other than securities or printed evidences of indebtedness; deals in the purchase of personal property on condition of selling back at a stipulated price; does business as a furniture storage warehouseman; and loans and advances money upon goods, wares or merchandise pledged or deposited as collateral security.

## ARTICLE II, Pawnbrokers

### § 254-24. Bonds.

Each pawnbroker, before receiving such license, shall file with the Comptroller his bond, in the penal sum of \$5,000, with an incorporated bonding or surety company as surety thereon, conditioned for the faithful discharge of his duties as a pawnbroker and the accounting for and delivery over of all moneys, pledged articles and things of value and the proceeds of any sale thereof to the City of Buffalo and each person financially interested therein, in the manner provided by law, which bond shall be subject to approval as to form by the Corporation Counsel and as to sufficiency by the Comptroller.

**§ 254-25. Maintenance and inspection of records.**

- A. Each pawnbroker shall keep a book in which shall be plainly written at the time of making each loan a correct account and description of the goods, articles or things pawned, the amount of money loaned thereon, the time of pledging the same and the name and residence of the person pawning or pledging said articles and the time when said loan becomes due.
- B. Said book shall be open at all reasonable times to the inspection of the Mayor, any Judge of a court of competent jurisdiction, the Commissioner of Police, the Commissioner of Permit and Inspection Services and any person who shall be duly authorized, in writing, for that purpose by any or either of them and who shall exhibit such written authority to such pawnbroker. [Amended 12-9-2003, effective 12-19-2003]

**§ 254-26. Pawn ticket; report and identification of seller.**

- A. Each pawnbroker, at the time of making a loan, shall deliver to the person pledging any such goods or articles a memorandum ticket signed by him containing the substance of the entry required by § 254-25 to be made in his book, including a statement of the interest rate. No charge shall be made for such entry or memorandum ticket.
- B. Said pawnbroker, at the time of making said loan, must make a report which contains the name and verified address of the person selling said item, including the seller's age, height, weight, race and gender. The seller's address must be verified by proper identification, showing the person described, and the type of identification so used must be noted along with any identifying numbers on said identification. "Proper identification" shall mean any identification documents that contain the person's name and either a photograph or physical description of said person. Social security cards, draft registration cards, voter registration cards and library cards, etc. shall not be considered sufficient identification for purposes of this chapter.

**§ 254-27. Interest rate amounts; collection period.**

- A. No pawnbroker shall ask, demand or receive any greater rate of interest than 3% per month or any fraction of a month for the first six months and 2% per month for each succeeding month upon any part of a loan not exceeding the sum of \$100 nor more than 2% per month or any fraction of a month for the first six months and 1% per month or any fraction of a month for each succeeding month on any part of any loan in excess of the sum of \$100, and a notice containing a list of such rates of interest as herein provided shall be conspicuously displayed within the premises of such pawnbroker. A minimum interest charge of \$0.25 per month may be made on any loan.
- B. No pawnbroker shall receive or be entitled to any interest or charges as provided by this chapter on any loan for any period of time exceeding 15 months from the date of the making of such loan.

**§ 254-28. Posting of interest rates.**

Each pawnbroker shall keep conspicuously posted in his place of business a legible notice showing the rates of interest charged. Said notice shall be displayed in such manner as to be plainly visible to each person pledging goods therein.



**§ 254-29. Redemption of pledged article.**

Upon presentation of such memorandum ticket by the holder thereof or his agent and the tender of the full amount due to the pawnbroker, said pledged article shall be delivered to the owner thereof or to his agent. The failure of the pawnbroker, without reasonable cause, to deliver said pledged article or to promptly make complete satisfaction therefor shall be a violation of this chapter.

**§ 254-30. Sale of pledged article limited.**

No pledged article shall be sold or otherwise disposed of unless the interest shall be four months or more in arrears.

**§ 254-31. Notice of sale.**

All sales of the property pawned or pledged shall be at public auction, unless otherwise agreed in writing. When sold at public auction, a notice of every such sale shall be published prior to the sale on three separate dates in a newspaper published each weekday and circulated in the City of Buffalo, and such notice shall specify the time and place at which said sale is to be held. No sale shall be made at private sale until the expiration of 10 days after a notice of intention to sell has been mailed by first class mail to the name and address furnished at the time of making the loan.

**§ 254-32. Sales records.**

A. Each pawnbroker shall enter in a book to be kept for that purpose a true account of the sale of all goods sold by him at public auction, showing the exact date when the articles were pledged, the name of the person pledging the same, the date when the articles were sold, the price received and the name of the auctioneer conducting the sale. If any such pledged goods are sold at auction or otherwise for more than the amount due thereon, the surplus shall be paid upon demand to the person on whose account such goods were pawned or to his administrators, executors and assigns. The fair proportion of the necessary costs and charges of any such sale and advertisement may be deducted from such surplus money.

B. Any person who shall have pledged any unredeemed goods which have been so sold, or his executors, administrators or assigns, shall at all reasonable times be permitted to inspect the entry book of sales as to entries relating to his pledge.

**§ 254-33. Receipt of goods from children or mentally incompetent persons.**

A. No pawnbroker shall receive any goods in pledge from any person who shall appear to be or who shall be known to such pawnbroker to be under the age of 16 years or who is intoxicated or mentally incompetent.

B. Said pawnbroker, at the time of purchase or time of taking in pawn of any article, must make a report which contains the name and verified address of the person selling said item, including the seller's age, height, weight, race and gender. The seller's address must be verified by proper identification, showing the person described, and the type of identification so used must be noted along with any identifying numbers on said identification. "Proper identification" shall mean any identification documents that contain the person's name and either a photograph or physical description of said person. Social security cards, draft registration cards, voter registration cards and library cards, etc., shall not be considered sufficient identification for purposes of this chapter.

C. Failure so to comply may result in revocation of license after notice and hearing.

**§ 254-34. Age of employees.**

No pawnbroker shall employ any person to receive pledges or make loans thereon who is under the age of 16 years.

**§ 254-35. Hours.**

No pawnbroker shall receive any goods in pawn before 7:00 a.m. or after 7:00 p.m. on any weekday nor at any time on Sunday.

**§ 254-36. Receipt of firearms and wearing apparel restricted.**

No pawnbroker shall receive in pawn any pistol, revolver or other firearm of a size which may be concealed upon the person, nor shall any pawnbroker knowingly receive in pawn from any journeyman, mechanic, salesman, agent, apprentice or servant any partly manufactured article of wearing apparel or any material intended for the manufacture of such articles.