



BYRON W. BROWN  
Mayor

# CITY OF BUFFALO

## PERMIT & INSPECTION SERVICES OFFICE OF LICENSES



JAMES COMERFORD  
Commissioner

### SELF-SERVICE LAUNDRY LICENSE APPLICATION

1. For a New License, see the cover sheet for required documentation
2. The **FEE** for both new license and renewal application is \$215.00
3. Submit **EITHER** A or B
  - A. General Liability Certificate, Naming the City of Buffalo Office of License 301 City Hall Buffalo, NY 14202 as certificate holder.
  - B. Submit a **BOND** for \$2000.00 Bond must be signed & notarized by both applicant & attorney.  
Attached to bond: Power of Attorney & Assets & Liabilities

Name of Applicant \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Home address \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business address \_\_\_\_\_

Corporate Name: \_\_\_\_\_

How Many Washers: \_\_\_\_\_ How Many Dryers: \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed & sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Commissioner of Deed for the City of Buffalo

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

**APPLICANT NOTIFICATION**

**ALL Applications/Applicants requiring Common Council Approval 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 NOT AN APPROVAL NOR DOES THIS DOCUMENT INFER THAT SAID APPROVALS WILL BE GRANTED**

**License Application Address \_\_\_\_\_ Buffalo, NY \_\_\_\_\_**

<b>DELAWARE DISTRICT</b>	<b>JOEL P. FEROLETO</b>	<b>1405 CITY HALL</b>
<b>ELLCOTT DISTRICT</b>	<b>DARIUS G. PRIDGEN</b>	<b>1315 CITY HALL</b>
<b>FILLMORE DISTRICT</b>	<b>MITCHELL P. NOWAKOWSKI</b>	<b>1408 CITY HALL</b>
<b>LOVEJOY DISTRICT</b>	<b>BRIAN BOLLMAN</b>	<b>1316-A CITY HALL</b>
<b>MASTEN DISTRICT</b>	<b>ULYSEES O. WINGO, SR.</b>	<b>1414 CITY HALL</b>
<b>NIAGARA DISTRICT</b>	<b>DAVID A. RIVERA</b>	<b>1504 CITY HALL</b>
<b>NORTH DISTRICT</b>	<b>JOSEPH GOLOMBEK JR.</b>	<b>1502 CITY HALL</b>
<b>SOUTH DISTRICT</b>	<b>CHRISTOPHER P. SCANLON</b>	<b>1401 CITY HALL</b>
<b>UNIVERSITY DISTRICT</b>	<b>RASHEED N. C. WYATT</b>	<b>1508 CITY HALL</b>

**Council Personnel Signature \_\_\_\_\_ District \_\_\_\_\_**

**Date \_\_\_\_\_**



## CITY OF BUFFALO - BUSINESS LICENSE APPLICATION

65 Niagara Sq. City Hall Room 301 Buffalo, NY 14202  
Phone (716) 851-4078 / (716) 851-6583 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**