



# CITY OF BUFFALO

65 Niagara Sq. City Hall Room 301 Buffalo, NY 14202  
(716) 851-4078 / (716) 851-6583 FAX: (716) 851-4952

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
- Tire Handler II** fee \$375.00  
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

**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 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 Property Address** with proof of ownership, (e.g.) deed or notarized letter of intent to lease from property owner.  
  
(*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
  - Flea Market
- Complete Application Form**
- Complete New License Affidavit**
- Submit Required Documentation with Fee**



**CITY OF BUFFALO**

**PERMIT & INSPECTION SERVICES**

**OFFICE OF LICENSES**

BYRON W. BROWN  
Mayor

JAMES COMERFORD, Jr.  
Commissioner

65 Niagara Square 301 City Hall, Buffalo, NY 14202  
(716) 851-4078 / (716) 851-6583 FAX: (716) 851-4952 [www.city-buffalo.com](http://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, 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 in and for the City of Buffalo

**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>851-5155</b>
<b>ELLCOTT DISTRICT</b>	<b>DARIUS G. PRIDGEN</b>	<b>1315 CITY HALL</b>	<b>851-4980</b>
<b>FILLMORE DISTRICT</b>	<b>MITCHELL P. NOWAKOWSKI</b>	<b>1408 CITY HALL</b>	<b>851-4138</b>
<b>LOVEJOY DISTRICT</b>	<b>BRYAN BOLLMAN</b>	<b>1316A CITY HALL</b>	<b>851-5151</b>
<b>MASTEN DISTRICT</b>	<b>ULYSEES O. WINGO, SR.</b>	<b>1414 CITY HALL</b>	<b>851-5145</b>
<b>NIAGARA DISTRICT</b>	<b>DAVID A. RIVERA</b>	<b>1504 CITY HALL</b>	<b>851-5125</b>
<b>NORTH DISTRICT</b>	<b>JOSEPH GOLOMBEK JR.</b>	<b>1502 CITY HALL</b>	<b>851-5116</b>
<b>SOUTH DISTRICT</b>	<b>CHRISTOPHER P. SCANLON</b>	<b>1401 CITY HALL</b>	<b>851-5169</b>
<b>UNIVERSITY DISTRICT</b>	<b>RASHEED N. C. WYATT</b>	<b>1508 CITY HALL</b>	<b>851-5165</b>

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

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