

# CITY OF BUFFALO - LICENSE APPLICATION



65 Niagara Sq. City Hall Room 301 Buffalo, NY 14202  
Phone (716) 851-4078 Fax (716) 851-4952

## Type of Entity

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Sole Proprietor  | <input type="checkbox"/> Corporation                                  | <input type="checkbox"/> Partnership   | <input type="checkbox"/> Limited Liability Company  |
| <input type="checkbox"/> Restaurant   | 1-200 seats \$200.00<br>201-400 seats \$275.00<br>400+ seats \$350.00 | <input type="checkbox"/> Restaurant Dance  | <input type="checkbox"/> Restaurant Take Out \$ 125.00  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Selling alcoholic beverages?</b>          |   | <input type="checkbox"/> Floor Show \$450.00<br><input type="checkbox"/> Live Music \$250.00<br><input type="checkbox"/> Mechanical \$175.00<br><b>COMMON COUNCIL REQUIRED</b> | <input type="checkbox"/> Food Store \$250.00<br><b>COMMON COUNCIL REQUIRED</b><br><input type="checkbox"/> Meat Fish Poultry \$165.00 |
| <input type="checkbox"/> Certificate of Inspection \$100.00<br>(Public Assembly) Restaurant 50+ seats |   | <input type="checkbox"/> Public Dance (based on sq ft)<br><b>COMMON COUNCIL REQUIRED</b>   | <input type="checkbox"/> Caterer \$ 100.00  |
| <input type="checkbox"/> Coin Control Amusement<br># games ___ per game \$55.00                       |   | <input type="checkbox"/> GoGo Dancing \$500.00<br><b>COMMON COUNCIL REQUIRED</b><br><input type="checkbox"/> Skating Rink \$250.00<br><b>COMMON COUNCIL REQUIRED</b>           | <input type="checkbox"/> Bakery<br><input type="checkbox"/> 0-25 employees \$ 220.00<br>26 + employees \$350.00                       |
| <input type="checkbox"/> Arcade # games ___ per game \$55.00<br><b>COMMON COUNCIL REQUIRED</b>        |   | <input type="checkbox"/> Bowling Alley per lane \$35.00<br># lanes ___   |   |
| <input type="checkbox"/> Music mechanical \$60.00   |   | <input type="checkbox"/> Billiard Parlor per table \$35.00<br># tables ___<br><b>COMMON COUNCIL REQUIRED</b>   |   |
| <input type="checkbox"/> Music live, no dancing \$75.00   |   |  |   |
| <input type="checkbox"/> News Stand \$175.00  |   |  |   |

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. \_\_\_\_\_

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. Initial \_\_\_\_

<p>For office use only Subscribed and sworn before me this ____ day of _____ 20 ____ _____ Commissioner of Deeds -- City of Buffalo</p>
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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 \_\_\_\_\_

**Applicant must be present at time of all inspections.**

<p>App No _____</p>
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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** **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 Truck

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**
- Sign Council Notification Form**



**CITY OF BUFFALO**  
**PERMIT & INSPECTION SERVICES**  
**OFFICE OF LICENSES**

BYRON W. BROWN  
 Mayor

JAMES COMERFORD, Jr.  
 Commissioner

**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

Date \_\_\_\_\_

\_\_\_\_\_  
 Commissioner of Deeds in and for the City of Buffalo