



INSTRUCTIONS FOR SUBMITTING YOUR BUSINESS PERMIT APPLICATION:

Now that you have zoning approval, your application for a **Business Permit** can be submitted **by appointment only** to the Neighborhood Service Center in which your business will be located as indicated below:

NE (428-7660)
500 Norton St.

NW (428-7620)
71 Parkway

SE (428-7640)
320 N. Goodman St.
Suite 209

SW (428-7630)
923 Genesee St.

YOUR APPLICATION REVIEW DOES NOT START UNTIL YOU HAVE SUBMITTED A COMPLETE APPLICATION TO YOUR NEIGHBORHOOD SERVICE CENTER. A COPY OF YOUR APPLICATION IS NOT BEING RETAINED AT THIS TIME.

Besides a completed application, a copy of all licenses required for the operation of your business must be provided at the time of submission, or your application cannot be accepted. You are responsible for knowing what licenses are required, which may include the following:

- Certificate of Authority Number
- NYS Liquor License
- Master Barber, cosmetology, appearance enhancement license
- NYS DMV License (for auto sales, auto repair, inspection station)
- Department of Health Food Preparation Certificate

Also required for submission is the following:

- Photo ID (s) of every person listed on your application (NYS driver's or non-driver's license or United States Passport)

PLEASE BE AWARE that you cannot operate this business until your Business Permit has been ISSUED. At the time of submission, you will meet with the Administrator, or their designee, to formulate a Good Neighbor Agreement. Further detailed information on the Business Permit program can be found in **Chapter 90 Article II** of the City Code.

