



CITY OF BUFFALO

PERMIT & INSPECTION SERVICES

OFFICE OF LICENSES

65 Niagara Square 301 City Hall
Buffalo NY 14202
(716) 851-4078 / FAX (716) 851-4952



BRYON W. BROWN
Mayor

JAMES COMERFORD, Jr.
Commissioner

APPLICATION for a SIDEWALK CAFÉ

Date _____

Applicant Name _____

Phone _____

Business Name _____

Phone _____

Business Address _____
street city state zip

Requirements:

1. Applicant has a **Restaurant License**. (Restaurant License Number _____)
2. **General Liability Insurance naming the City of Buffalo as additional insured**. Name the Office of Licenses Room 301, Buffalo NY 14202 as the policy holder with a ten (10) day cancellation clause.
3. **Dimensions of the café** _____ **Number of tables** _____ **Number of chairs** _____
4. **Describe method of installing café boundaries** (ex. wooden deck with railings, wrought iron railings, flower boxes with rope attached). **Café may not be permanently affixed** to the main building or the public sidewalk.

5. **Provide a drawing of the proposed café**. Show the existing building, the area to be occupied by the café, and the area of public sidewalk remaining for pedestrian passage. A **minimum of four feet of uninterrupted public sidewalk** must exist after installation of the café. Use the reverse side if needed.

Subscribed and sworn before me this
_____ day of _____ 20 _____

Applicant Signature

Commissioner of Deeds in and for the City of Buffalo

Signature of owner of building, if different than applicant



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**
 - 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**



BYRON W. BROWN
Mayor

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Commissioner

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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

Date _____