



GENERAL INSTRUCTIONS:

Welcome to the Incorporated Village of Hempstead! All businesses in the Village of Hempstead including medical and attorney offices are required to have a Business License to engage in or carry on any business, trade or calling, in accordance with the provisions of Chapter 86 of the Village code. Your Business License is a license that expires two years after issuance, unless otherwise indicated. Renewals should be submitted promptly or be subject to an additional \$25.00 penalty for every 30 days past the expiration date. **Failure to obtain or renew the required license(s) will result in issuance of a summons, and fines imposed by the Village Court.**

All applications are subject to an investigation which can take any time between two to five weeks, before being submitted to the Board of Trustees for approval.

Applications are being accepted **BY MAIL ONLY**, and must be submitted with a money order of \$300.00 (+ late fees if applicable) to:

**Inc. Village of Hempstead
Business Licensing
99 James A. Garner Way
Hempstead, NY 11550**

Submission of application and payment of filing fees does not constitute permission to operate. It is the responsibility of the proprietor to carefully read and understand the requirements of the application, including any relevant supplemental applications necessary to operate a business in the Village of Hempstead.

Supplemental applications required to operate in the Village of Hempstead include the following:

Cabaret License
Commercial Landscaper License
Second Hand Dealer License (required of those businesses dealing in the commercial purchase or sale of secondhand articles)
Amusement Device License
Pawnbroker License
Taxi Cab Owner/Driver & Tow Car Owner/Driver License (Hempstead PD Records & License Bureau)
Planning Board Application*

Any questions regarding the application(s) enclosed can be directed to **516-478-6392**.

***Any New business, change of owner, or change of location** of your business; is obligated to appear before the Pre-Submission Planning Board (PSPB) prior to commencing operations. **Your business license application will not be accepted, until you have submitted an application to the PSPB.** Failure to comply will constitute a violation of the Village code. Please contact *Administrator to the Planning Board, Michelle Banks at 516-478-6263* for matters pertaining to the PSPB Application.

CHECKLIST:

Copies of the following documents are required of all applicants and renewals:

- Signed & notarized completed application
- Business Check or Money Order for the fee
- Pre-Submission Planning Board Approval Letter **(Only if New Business, change of Owner, or new location)**
- Copy of Building Dept. Permit, which allows your type of business at the location. **(Only if New Business, change of Owner or new location)**
- Two passport photos of Business Owner (Only if New Business or change of owner)
- DMV Driver's license or non-driver's ID card
- Worker's Compensation Insurance certificate or NY State Certificate of Attestation of Exemption (Form CE-200) which can be obtained at <http://www.wcb.ny.gov/>. It must be dated and signed.
- Certificate of Commercial/ General Liability(coverage that can protect you from a variety of claims including bodily injury, property damage, personal injury and others that can arise from your business operations) listing Inc. Village of Hempstead 99 James A. Garner Way, Hempstead NY 11550, as Certificate Holder with Authorized representative signature. – **NOT TO BE CONFUSED WITH EMPLOYER'S LIABILITY**
- Federal Employer's ID (EIN) # or NYS sales tax Certificate of Authority
- A Back Flow Test result only if responsible for water bill.
- Call or email for any questions: 516-489-3400 x 392/ nbonilla@villageofhempsteadny.gov

***Other NYS Documents may be required depending on business type (see additional checklist) ***

If Any Document is missing, your application will be returned, No Exceptions.

ADDITIONAL CHECKLIST:

Restaurants, delicatessens, retail bakeries, and taverns:

- Nassau County Dept. of Health Food Establishment Permit

Supermarkets, groceries, convenience stores, wholesale clubs and bakeries, fish, meat and produce markets, food manufactures and other food selling establishments:

- New York State Dept. of Agriculture & Markets License

Motor Vehicle Repair or Body Shop:

- Proof of registration of motor vehicle repair & body shop from New York State DMV

Beauty Salons, Barber Shops and Nail Salons:

- Appearance Enhancement Business License to operate an Appearance Enhancement establishment/ Barber Shop from New York State.

*** First time applicants: Please note if you never submitted any of the items below you may be asked to do so even if a renewal.**

- Individuals using their name or trade name must present a certified copy of the business certificate on file in the Nassau County clerk's office

A partnership: Certificate on file in the Nassau County Clerk's office

A corporation must furnish a copy of the Secretary of State filing receipt. If not a New York State Corp., must submit a Certificate of Authority to do business in New York State.



APPLICATION FOR BUSINESS LICENSE
Inc. Village of Hempstead

PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK ONLY. FEES ARE NON-REFUNDABLE.

- NEW RENEWAL CHANGE OF: OWNER OR LOCATION

Type of License Applying For: General \$300.00 Secondhand Dealer \$750.00

Pawnbroker \$600.00 Amusement Device # of Devices _____ \$300.00 Per Device

We (I) hereby apply for a License to engage in the following business:

1. Name of Business: _____

d/b/a _____ Type: (Corp., LLC, etc.) _____

2. Type of use: (Specify use i.e. bar, variety store, retail, restaurant) & Business Activities including Hours of Operation:

3. Address of Business: _____, Hempstead, N.Y.

4. Business Phone Number: () _____

5. Federal Employers No.: _____

6. a.) Name of Business owner: _____

b.) Address of Business owner: _____

7. Email address: _____ 8. Owner's Phone #: _____

9. Contact Person: (authorized to accept notices and/or summonses in the respect to violations of any laws or regulations)

Name: _____ Telephone No.: _____

Address: _____ Title: _____

10. **CORPORATION OR PARTNERSHIP**

NAME AND RESIDENCE ADDRESSES OF PERSONS COMPOSING FIRM: (if needed, attach additional sheets)

a.) _____

b.) _____

11. Do you agree to comply with the provisions of the Code of Ordinances of the Inc. Village of Hempstead? _____

12. **Criminal History:** Whether or not the applicant or, in the case of a corporation, whether any officer or director thereof has been convicted of a crime, offense or violation of any municipal ordinance or law, and if so, specify the municipality or jurisdiction where the offense occurred, the nature of the same and the penalty assessed therefore.

List any and all previous or pending arrests and/or convictions, stating when, where and Court Disposition:
(Indicate N/A if not applicable)

If needed, attach additional sheets to application

Questions 13 & 14 are for businesses selling food and/or drinks to the public.

13. Will the business: **Have any professional entertainment or floor show of any kind whatsoever or similar entertainment, including dancing by the patrons, in connection with the business of directly or indirectly selling or serving food or drink to the public or provide ANY FORM of entertainment, including music, whether live or mechanical, singing, dancing or any type of game of amusement.**

_____yes _____no (if yes, you must also apply for a cabaret license)

14. Are you applying for a liquor license? If so what kind: _____

(If you currently hold a State Liquor Authority license, attach copy)

In accordance with Section 57 of the New York Workmen's Compensation Law and Section 22; subdivision 8 of the New York State Disability Benefits Law, it is necessary that you comply with the requirements of these statutes as a pre-requisition to the issuance of, or renewal of, your license.

- I. **WORKMAN'S COMPENSATION INSURANCE: (Must have; attach copy-If not applicable, attach Proof of Exemption)**
- II. **LIABILITY INSURANCE: (MUST HAVE -provide a copy of the declaration page with a certificate of Insurance listing Inc. Village of Hempstead as Certificate Holder.)**

YOU MUST SIGN AND DATE BELOW IN FRONT OF A NOTARY.

I hereby declare, under oath, that I fully understand and have answered all the above questions truthfully and acknowledge my obligation to provide the village with any changes or additions to the information contained in or annexed hereto. Should I be granted a license to operate within the Incorporated Village of Hempstead, all my employees and I will abide by all Federal, State, County and Village laws and/or Codes. I understand that this license is non-transferable and will expire two years from date of issuance unless otherwise indicated, and that there is no grace period for renewal. I agree to maintain a valid license and insurance as long as I conduct business within the Incorporated Village of Hempstead.

Signature: _____ Date _____

Print Name: _____ Title (owner, officer, manager, etc.): _____

FOR COMPLETION BY NOTARY:

Signature of Notary: _____ Date of Notarization: _____

Notary Stamp:

Except as otherwise specifically provided, every applicant for a license shall have this statement signed and sworn to by the applicant in person if an individual, by all partners if a partnership and by the president or duly authorized officer if a corporation.
