

BUSINESS REGISTRATION APPLICATION INSTRUCTIONS

City of Lackawanna

Chapter 88 of the Municipal Code (as revised)

REQUIRED DOCUMENTATION for BUSINESS REGISTRATION APPLICATIONS

Current Government Issued Photo Identification of applicant (valid driver's license or passport).

Proof of residency of applicant (tax bill, utility bill or bank statement).

New York State Tax ID Certificate for Business.

Filed DBA Certificate, Partnership Document or Corporation filings.

Proof of ownership of property where business is intended to operate (recorded deed or executed lease agreement).

Completed Application and Registration Fee: \$100 (3 year registration).

**PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL NOT BE
ACCEPTED AND/OR PROCESSED**

**City of Lackawanna
City Clerk's Office
714 Ridge Road – Room 215
Lackawanna, NY 14218
716-827-6660**