

# **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).**

**New York State Tax ID Certificate for Business.**

**Filed DBA Certificate, Partnership Document or Corporation filings.**

**Proof of ownership of property where business is currently located or 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**

