



Town of Randolph

BUSINESS PERMIT APPLICATION

72 Main Street, Randolph, NY 14772

Phone: (716) 358-9701

Fax: (716) 358-5572

Email: ghind@randolphny.net

Website: www.randolphny.net

Business Name _____

Desired opening date _____

Physical Address:
Street _____

Applicants

Mailing Address:
Street or PO _____

Phone # _____

Town, State, Zip _____

Website: _____

Email: _____

Property tax parcel # _____

Zoned: _____

Business owner (s) _____

Property Owner _____

Business structure (sole proprietor, partnership, LLC, Corporation) _____

Type of Business. Retail, service, etc. _____

Describe business. Use as much detail as possible.

Please list all of the services/products you will offer

Please note that there are signage guidelines to be followed in the Zoning Ordinance for the Municipality of Randolph.

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Address each of the following as it relates to your business.

Parking for employees, customers, and suppliers.

Hours of operation.

Noise from business operation

Signage for the business

Infrastructure needs in excess of current use. (Electric, water, sewer, electronic

All businesses must:

_____ Contact the Randolph Code Enforcement Officer prior to doing any interior or exterior work on the building. Date completed: _____

_____ Fill out proper forms for Zoning Board of Appeals (Entire Zoning Ordinance can be viewed on the www.RandolphNY.net website. Date completed: _____

_____ Produce a Business plan to outline your business goals and objectives and attach to this application.

_____ Register business name at Cattaraugus County Clerk's Office in Little Valley - \$25.00

- 1) **Sales Tax I.D. Number:** contact the New York State Department of Taxation and Finance (1-800-462-8100) and ask for a Sales Tax Kit or visit www.nystax.gov.
- 2) **State Taxes:** General information: contact the New York State Department of Revenue (1-800-225-5829) or visit www.nystax.gov.
- 3) **Federal Taxes and Federal Employer Identification Number (EIN):** If you are forming a corporation or a partnership or if you plan to hire employees you must file for an EIN (IRS form SS-4). If you are a sole proprietorship with no employees, you may use your own social security number on federal tax forms. Stop at your local IRS office, call (1-866-816-2065) for the appropriate paperwork, or visit www.irs.gov.
- 4) **If you plan to hire employees you must:**
 - a. Obtain a Federal Employer Identification Number (EIN) by contacting your local IRS office or calling 1-866-816-2065 and ask for form SS-4 or visit www.irs.gov. Once you return the completed form, you will begin to receive on a regular basis all the forms you will be required to submit to the Federal government.
 - b. Contact your local office of the New York State Department of Labor to determine your obligation to the New York State Unemployment Tax.
 - c. Contact the New York State Department of Taxation and Finance (1-800-462-8100) regarding forms for New York State withholdings or visit www.nystax.gov.
 - d. New York State law requires that you obtain Workers Compensation and Disability Insurance coverage for your employees.
- 5) **Contact the Cattaraugus County Business and Veteran Outreach Center (716-938-2311) for further assistance.**

