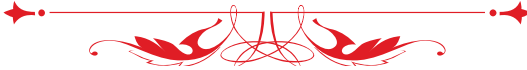




# Town of Randolph



## **BUSINESS PERMIT APPLICATION**

72 Main Street, Randolph, NY 14772

Phone: (716) 358-9701

Fax: (716) 358-5572

Email: [ghind@randolphny.net](mailto:ghind@randolphny.net)

Website: [www.randolphny.net](http://www.randolphny.net)

Business Name \_\_\_\_\_

Desired opening date \_\_\_\_\_

Physical Address:  
Street \_\_\_\_\_

Mailing Address:  
Street or PO \_\_\_\_\_

Phone # \_\_\_\_\_

Town, State, Zip \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Property tax parcel # \_\_\_\_\_ Zoned: \_\_\_\_\_

Business owner (s) \_\_\_\_\_

Business structure (sole proprietor, partnership, LLC, Corporation) \_\_\_\_\_

Type of Business. Retail, service, etc. \_\_\_\_\_

Describe business. Use as much detail as possible.

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Please list all of the services/products you will offer

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

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](http://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](http://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](http://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](http://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](http://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](http://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.**