



**DEPARTMENT OF BUILDINGS
BUSINESS REGISTRATION**

BUSINESS REGISTRATION	
Tracking Number	
Permit Number	B-
Permit Issue Date	

Business Registration Information and Instructions

Note: This form can be used for the registration of new businesses, change in business tenancy or ownership only. If a change in type of use or occupancy, increased number of occupants, building upgrades or renovations is expected, a Building Permit application is required.

A Business Registration for all non-home-based businesses is required in the Village of Floral Park to verify locations of active business operations, to obtain emergency contact information in order to notify and provide efficient public safety services to the business, and to verify compliance with the building, site and operational zoning regulations of the Village. The information gathered from the business registration is essential to performing the community's public safety and public works related services.

New businesses and/or change in tenancy will require an inspection to verify life safety equipment such as exit hardware, emergency lights, smoke and carbon monoxide detectors and fire extinguishers. Upon a change of business or building ownership, an updated business registration is required.

Any new ownership or change in tenancy shall follow all conditions and regulations of any prior Special Use Permit if applicable. Whenever an establishment with a Special Use Permit has been abandoned for a term of six-months or more, a new Special Use Permit must be applied for.

Filing Status – Check all that apply:

Incomplete applications will not be accepted

Change In Tenancy New Business Information Update

Property Information:

Property Address:

Section: Block: Lot(s): Zone: VFP Verified

Business Information:

Business Name:

Business Owner Name:

Mailing Address: City: State: Zip:

Phone Number: Email:

Description of Business:

On-Site Local Manager Information:

Name:

Phone Number: Email:

Emergency Contact Information:

Name:

Phone Number: Email:



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Building Owner Information:			
Owner's Name:			
Mailing Address:	City:	State:	Zip:
Phone Number:			
Email:			
Property Owner Statement & Signature:			
The undersigned affirms that I am the owner of the property described herein, situated, lying and being within the Incorporated Village of Floral Park; that I have read and understand all items as here in stated, recognize that I am responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Village Code, may result in the temporary suspension or permanent revocation of the permits or occupancy issued for the premises in accordance with the Village Code. I hereby give consent to the listed business owner to make the application on my behalf.			
Print Name:	Signature:	Date:	
Business Owner Statement & Signature:			
The undersigned affirms that I am the owner of the business described herein, situated, lying and being within the Incorporated Village of Floral Park; that I have read and understand all items as here in stated, recognize that I am responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Village Code, may result in the temporary suspension or permanent revocation of the permits or occupancy issued for the premises in accordance with the Village Code.			
Print Name:	Signature:	Date:	
Notary:			
On this _____ day of _____, 20____, before me personally came _____, to me known and known to me to be the person described in as the applicant and who executed the foregoing instrument and has acknowledged to me that he/she executed the same.			
			_____ Notary Public
Building Department Use Only:			
<input type="checkbox"/> Inspection Fee: \$50 (Change in Tenancy or New Business Only)		Receipt:	
Registration Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:
Required Inspections:			
<input type="checkbox"/> other:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:
<input type="checkbox"/> other:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:
<input type="checkbox"/> Final	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By: