

87 Nepperhan Ave  
Room 212  
Yonkers, NY 10701

CITY OF YONKERS  
TRANSIENT BUSINESS  
LICENSE APPLICATION

Phone: 914-377-6808  
Fax: 914-377-6811  
Website:  
www.YonkersNY.gov

**Please Note: This application will not be processed until ALL required documents are submitted.**

**Requirements:**

1. Application must be signed by the applicant before a Notary Public.
2. Must submit a copy of the location's Certificate of Occupancy. For more information contact Dept. of Housing & Buildings at (914) 377-6500.
3. Copy of a valid Driver's License issued by the Motor Vehicle Department. If you do not have a Driver's License, a copy of a Motor Vehicle issued ID Card is required.
4. Application must be completed and submitted with a certified check or money order only, payable to the City of Yonkers, in the amount of \$250.00.
5. Must submit an original bill of sale/invoice of all inventory to be sold. A copy will be retained for our records.
6. Consent form must be completed by Owner of property.
7. For Christmas tree sales only:
  - Trees may not constitute a hazard to adjoining buildings.
  - Tree storage is not permitted inside any building occupied as a residence.
  - Trees shall not be stored near fuel dispensing pumps.
  - No fires permitted on property where trees or decorations are stored or sold.
  - An Electrical Permit must be filed with the City of Yonkers Building and Housing Department for the use of outdoor lighting.
  - Transients must comply with all codes of the City of Yonkers Building and Housing Department and the Yonkers Fire Department.
8. Must submit a copy of your validated Certificate of Authority card from the NYS Department of Taxation for sales tax collection.
9. Must Submit a copy of Business Certificate (for individual owner or partnership), issued by County Clerk of Westchester (914) 995-2000 or Certificate of Incorporation (or filing receipt), issued by NYS (518) 473-2492.
10. Must submit a Liability Certificate with the City of Yonkers listed as Certificate Holder and Additional Insured.

**LICENSING FEES AND EXPIRATION DATE**

\$250.00

License expires 2 months following date of issuance

Mike Spano, Mayor  
Kerry O'Brien Hess, Director

87 Nepperhan Ave  
Room 212  
Yonkers, NY 10701

CITY OF YONKERS  
TRANSIENT BUSINESS  
LICENSE APPLICATION

Phone: 914-377-6808  
Fax: 914-377-6811  
Website:  
[www.YonkersNY.gov](http://www.YonkersNY.gov)

**CITY OF YONKERS HOUSING & BUILDING DEPARTMENT CODE FOR CHRISTMAS TREES**

**Housing and Building:**

**Article VI-Section 43-43**

1. Temporary Christmas Tree sale operation shall be permitted in an open yard or an unused portion of a parking lot of a permitted principal commercial used from the day after Thanksgiving to December 30.
2. All structures used in such an operation shall be portable and removed from the premises following the close of business, but no later than December 30.
3. If such sales are conducted within or over existing parking spaces, the applicant shall provide proof that such spaces are not needed for parking and are available for such use without creating undue parking congestion in the surrounding area. In addition, sufficient space shall be provided abutting but not upon the public street or right-of-way such that a minimum of two (2) passenger vehicles are able to park parallel to but not upon such a public street.
4. One portable sign, no larger than twelve (12) square feet in area shall be permitted.
5. Temporary outdoor lighting of such sales and parking areas shall be provided if the operation remains open after dark.
6. Only Christmas trees and wreaths shall be sold at such locations.

---

Mike Spano, Mayor  
Kerry O'Brien Hess, Director

87 Nepperhan Ave  
Room 212  
Yonkers, NY 10701

CITY OF YONKERS  
TRANSIENT BUSINESS  
LICENSE APPLICATION

Phone: 914-377-6808  
Fax: 914-377-6811  
Website:  
www.YonkersNY.gov

**Transient Merchant Sales**

Pursuant to the provisions of the Code of the City of Yonkers, I the undersigned respectfully petition for the below-listed license in the City of Yonkers, and for that purpose, I hereby provide the following answers to the questions contained herein.

Applicant is: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Are you a citizen of the United States?

If not, please provide a copy of your INS A Card and #

Have you ever been arrested or convicted of a crime?

If yes, explain:

Exact name and location of business engaged in by applicant during the past five years and, if a corporation and not in existence for the past five years, for period since its incorporation:

Detailed description of the type and kind of goods, wares, and merchandise to be offered for sale:

Describe place where such stock was/is to be purchased/acquired:

License #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Mike Spano, Mayor  
Kerry O'Brien Hess, Director

87 Nepperhan Ave  
Room 212  
Yonkers, NY 10701

CITY OF YONKERS  
TRANSIENT BUSINESS  
LICENSE APPLICATION

Phone: 914-377-6808  
Fax: 914-377-6811  
Website:  
www.YonkersNY.gov

Period of time for which the permit is desired (Not to exceed two months):
The exact location in Yonkers where transient sales business is to be conducted:
Name and address of property owner on record (Please note: Enclosed Owner Affidavit must be Completed and submitted for all applicants):

FOR PARTNERSHIP: Provide the following information for each partner.			
Name	Address	Social Security #	Telephone #

FOR CORPORATION			
Name of Corporation:			
Date of Incorporation:		State in Which Corporation was Organized:	
Is Corporation authorized to do business in the State of New York?			
Names and Business Addresses of Office Managers, in Charge, and Directors:			
Name	Address	Social Security #	Telephone #

Mike Spano, Mayor  
Kerry O'Brien Hess, Director

**Affidavit of Consent to Operate a Transient Business**  
**\*MUST BE COMPLETED/SIGNED BY PROPERTY OWNER\***

IN THE MATTER OF: \_\_\_\_\_,  
(Name of Applicant)

APPLICANT FOR A LICENSE TO OPERATE A TRANSIENT BUSINESS AT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Business Location)

I, \_\_\_\_\_, being duly sworn depose  
(Property Owner/Officer)

and say that: \_\_\_\_\_ is the owner of  
(Name of Individual Owner/Corp/LLC)

the land and improvement located at the address named above where the Transient business is to operate. The deponent individually, as such owner, or on behalf of said corporation as its duly authorized officer and managing agent, hereby consents that the applicant named above may maintain a transient business on said premises, until said consent is terminated in writing and a copy of such termination is transmitted by certified mail, return receipt requested, to the Consumer Protection Bureau.

Deponent warrants that he or she is authorized to make this affidavit and the statements and representations contained herein.

\_\_\_\_\_  
(Signature of Property Owner/Officer)

SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY

87 Nepperhan Ave  
Room 212  
Yonkers, NY 10701

CITY OF YONKERS  
TRANSIENT BUSINESS  
LICENSE APPLICATION

Phone: 914-377-6808  
Fax: 914-377-6811  
Website:  
www.YonkersNY.gov

**AFFADAVIT**

I hereby apply for a permit conduct a Transient Retail Business as set forth herein, and agree to comply with all provisions of the City Code of the City of Yonkers.

---

**ACKNOWLEDGEMENT OF PRINCIPAL (INDIVIDUAL/PARTNERS)**

I hereby swear that the foregoing statements are true to the best of my knowledge and belief, and that I am duly authorized to make application for the permit provided herein.

State of New York  
County of Westchester  
City of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_, known to be the individual described in, and who executed the foregoing instrument, and acknowledge to me that he/she had executed the same.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary Public  
Commissioner of Deeds

---

**ACKNOWLEDGEMENT OF PRINCIPAL (CORPORATE OFFICER)**

I hereby swear that the foregoing statements are true to the best of my knowledge and belief, and that I am duly authorized to make application for the permit provided herein.

State of New York  
County of Westchester  
City of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_, who acknowledged himself/herself to be the \_\_\_\_\_ (title) of \_\_\_\_\_, a corporation, and that he/she as such officer being authorized to do so executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary Public  
Commissioner of Deeds

---

Mike Spano, Mayor  
Kerry O'Brien Hess, Director