



Incorporated Village of Port Jefferson
 Building & Planning Department
 88 North Country Road, Port Jefferson, NY 11777
 Ph: (631) 473-4744 Fax: (631) 473-2049

**APPLICATION FOR OPERATING LICENSE and
 SPECIAL LICENCE (*when applicable*)**

Pursuant to Chapter 85 AND 139 of the Port Jefferson Village Code

Section Block Lot _____ Fee \$250.00 (Refer to §85-11 Fees)

Name of Business: _____ Telephone _____

Address: _____

Name and Address of Business Owner or Officers if a Corporation:

 Telephone of Business Owner _____

Principal Use _____ Accessory Uses: _____
 (See Below)

§85-11 Fees: The fee for the special licenses provided for shall be as follows:

- A. Eating & drinking establishment: \$250.00 per year.**
- B. Retail food establishment: \$100.00 per year.**
- C. Places for the giving of performances, exhibitions or entertainment of any kind, including live music, dancing, singing, dramatic plays, dance halls, cabarets and/or places in which dancing is an incidental use or activity: \$200.00 per year.**
- D. Places in which manual or automatically operated electronic, mechanical or computerized amusement dives are maintained: \$100.00 per year.**
- E. If more than one of the above described activities takes place on the same premises, then a combined fee for all such activities shall be due.**

Premises is Owned: _____ Leased or Rented: _____

If rented or leased, Name and Address of Building Owner

Telephone Number of Building Owner: _____

Days of Operation: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Hours of Operation: _____

Location of Dumpster: _____

Name of Refuse Removal Company _____

Number of Weekly Pickups: _____

Have there been any changes or alterations to the business or building in the last twelve (12) months? _____



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THIS APPLICATION AND ANY LICENSE / PERMIT ISSUED ARE PURSUANT TO THE
 PROVISIONS OF CHAPTERS 85 AND / OR 139 OF THE VILLAGE CODE

THIS LICENSE /PERMIT DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY LAW AND IS NOT TRANSFERABLE.
 ANY CHANGE IN THE USE, OCCUPANCY OR OWNERSHIP OF PREMISES SHALL REQUIRE A NEW LICENSE / PERMIT.

PRINT NAME _____

SIGN _____ DATE _____

I, (We), swear that the foregoing matters set forth herein are true.

Signature Title Date

Sworn to before me this _____ day of _____, 20 _____

 Notary Public

**ADDENDUM TO APPLICATION FOR
 BUSINESS OWNER**

Gross Square Footage of Occupancy Space: _____

Maximum Permitted Occupancy _____
 (As determined by Fire Marshal)

I, the undersigned owner, understand that I (or my manager on duty) am responsible for ensuring that the occupancy of my business does not exceed that approved by the Fire Marshal (as listed above). I understand that it is a violation of the New York State Fire Prevention and Building Code to exceed this maximum permitted occupancy and that I am subject to legal action (and revocation of this license) if it is determined at any time that the occupancy of my business exceeds the approved limits.

PRINT NAME _____

SIGN _____

DATE _____

Subscribed and sworn to me this _____ day of _____, 20 _____

 (Notary Public)

NOTE: This Addendum must be completed for each and every assembly space/room within the business.

TO BE COMPLETED BY FIRE INSPECTOR

Occupancy _____ Violations _____

Effective Date: _____ Expiration Date: _____

Approved _____ Date: _____