



TOWN OF CORTLANDVILLE
RAYMOND G. THORPE MUNICIPAL BUILDING
KRISTIN E. ROCCO-PETRELLA, RMC
TOWN CLERK ~ TAX COLLECTOR ~ TOWN REGISTRAR
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CORTLAND, NEW YORK 13045
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Town Supervisor
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(607) 756-6091

Deputy Supervisor
Theodore V. Testa

Town Councilmen
John C. Proud
John P. Reynolds
Douglas E. Withey

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John B. Folmer
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(607) 756-5725

Town Highway Sup't.
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(607) 756-8241

Town Justice
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Town Assessor
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(607) 756-7306

Town Engineer
Hayne Smith
(607) 756-4569

Town Historian
Vacant

Code Enforcement Officer
Desiree Campbell
Kevin McMahon
(607) 756-7490

Planning & Zoning
Bruce Weber
(607) 756-7052

Water & Sewer Sup't.
Peter Alteri, Jr.
(607) 756-9637

MEMO

To whom it may concern regarding the application for a Transient Business Permit from the Town of Cortlandville:

The Town of Cortlandville Code, "Transient Businesses" requires the following information per Chapter 155, Section 155-3 be supplied along with the completed application, license fee, and the appropriate fee per day(s) of operation. Make check, money order or bank draft payable to the Town of Cortlandville.

- ☐ Application
- ☐ Proof of identity (valid photo identification, driver's license or passport) of applicant
- ☐ Proof of the enterprise or business including but not limited to County DBA filing (check with the Cortland County Clerk Elizabeth Larkin at 607 753-5021 if applicable)
- ☐ State sales tax certificate
- ☐ Certificate of Insurance to include Liability/worker's compensation/state disability insurance coverage
- ☐ Proof of authorization to use said property
- ☐ Site Plan, indicate placement of tent to allow egress/ingress for First Responders
- ☐ Floor Plan for the interior set-up for the tent, indicate fire extinguisher placement; indicate placement of exit signs
- ☐ Fireworks inventory list
- ☐ Certificate of Flame Resistance for the tent
- ☐ If selling sparkling devices, you must provide a current State of New York Office of Fire Prevention and Control (NYSOFFPC) Certificate of Registration for Sparkling Devices for Manufacturer, Distributor, Wholesaler
- ☐ If storing onsite, please indicate either the use and placement of a locked storage container or the use of an overnight guard

04/2018

~ The Town of Cortlandville is an Equal Opportunity Provider and Employer ~

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.