



**TOWN OF CORTLANDVILLE
RAYMOND G. THORPE MUNICIPAL BUILDING
KAREN Q. SNYDER, RMC
TOWN CLERK/TAX COLLECTOR/TOWN REGISTRAR
3577 TERRACE ROAD
CORTLAND, NEW YORK 13045
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*Town Supervisor
Richard C. Tupper
(607) 756-6091*

*Deputy Supervisor
Theodore V. Testa*

*Town Councilmen
John C. Proud
Gregory K. Leach
Walter J. Kasperek*

*Town Attorney
John B. Folmer
(607) 758-7520*

*Town Clerk/Collector
Karen Q. Snyder, RMC
(607) 756-5725*

*Town Highway Sup't.
Carl A. Bush, Jr.
(607) 756-8241*

*Town Justice
Francis J. Casullo
David C. Alexander
(607) 756-2352*

*Town Assessor
David W. Briggs
(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. 06/16
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 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, drivers license or passport)
- 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
- Floor Plan for the interior set-up for the tent
- 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 (NYSOFPC) Certificate of Registration for Sparkling Devices for Manufacturer, Distributor, Wholesaler

~ 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.