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Deputy County Executive

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Fax: (631) 853-4888

Website: [http://www.suffolkcountyny.gov/departments/
Economic Development and Planning](http://www.suffolkcountyny.gov/departments/Economic%20Development%20and%20Planning)

GUIDE FOR BUSINESS



H. Lee Dennison Building, Hauppauge



**SUFFOLK
COUNTY**

APPENDIX II - SUFFOLK COUNTY

A MESSAGE FROM COUNTY EXECUTIVE STEVEN BELLONE

The role of Suffolk County government in Economic Development is to facilitate and support the growth of our business community. Reflecting this support, I am pleased to present the *Suffolk County Guide For New Business*.

Developed by the Department of Economic Development & Planning, this booklet provides an easy-to-use guide to the Suffolk County permit and licensing regulations with which a business must comply. It also lists a number of agencies that can help a new business understand and meet the state and federal regulations that apply to them. I am confident this information will prove useful in organizing and developing your business.

As you move forward, remember that the Suffolk County Department of Economic Development & Planning's number one priority is to make it easier for you to do business in Suffolk. The Department can serve as your one-stop source for business. Please do not hesitate to call on their support.

I offer my personal best wishes for your success.

Steven Bellone
Suffolk County Executive

Babylon

Babylon Town Hall
200 East Sunrise Hwy
Lindenhurst, NY 11757
(631) 957-3005
www.townofbabylon.com

Brookhaven

Brookhaven Town Hill
1 Independence Hill
Farmingville, NY 11738
(631) 451-6640
www.brookhaven.org

East Hampton

E. Hampton Town Hall
159 Pantigo Road
E. Hampton, NY 11937
(631) 324-4142
www.town.ehamptonny.gov

Huntington

Huntington Town Hall
100 Main Street
Huntington, NY 11743
(631) 351-3014
www.huntingtonny.gov

Islip

Islip Town Hall
655 Main Street
Islip, NY 11751
(631) 224-5691
www.townofislip-ny.gov

Riverhead

Riverhead Town Hall
200 Howell Avenue
Riverhead, NY 11901
(631) 727-3200
www.riverheadli.com

Shelter Island

Shelter Island Town Hall
PO Box 970, NY 11964
(631) 749-1166
www.shelterislandtown.us

Smithtown

Smithtown Town Hall
99 West Main Street
Smithtown, NY 11787
(631) 360-7620
www.smithtowninfo.com

Southampton

Southampton Town Hall
116 Hampton Road
Southampton, NY 11968
(631) 287-5740
www.southamptontownny.gov

Southold

Southold Town Hall
PO Box 1179
Southold, NY 11971
(631) 765-1800
www.southoldtown.northfork.net

APPENDIX I - CONTINUED

Village of East Hampton

86 Main Street
East Hampton, NY 11937
(631) 324-4150
www.easthamptonvillage.org

Village of Islandia

1100 Old Nichols Road
Islandia, NY 11779
(631) 348-1133
www.newvillageofislandia.com

Village of Lake Grove

980 Hawkins Avenue
Lake Grove, NY 11755
(631) 585-2000
www.lakegroveny.gov

Village of Lindenhurst

430 South Wellwood Ave.
Lindenhurst, NY 11757
(631) 957-7500
www.villageoflindenhurst.com

Village of Lloyd Harbor

32 Middle Hollow Road
Huntington, NY 11743
(631) 549-8893
www.lloydharbor.org

Village of Nissequogue

631 Moriches Road
St. James, NY 11780
(631) 862-7400
www.smithtowninfo.com/VillageNissequogue

Village of North Haven

335 Ferry Road
Sag Harbor, NY 11963
(631) 725-1378
www.northhavenvillage.org

Village of Huntington Bay

244 Vineyard Road
Huntington Bay, NY 11743
(631) 427-2843
www.huntingtonbay.com

Village of Quogue

PO Box 926
Quogue, NY 11959
(631) 653-4498
www.villageofquogue.com

Village of Sag Harbor

PO Box 660
Sag Harbor, NY 11963
(631) 725-0222
www.sagharborny.gov

Village of Saltaire

103 Broadway
Saltaire, NY 11706 **(June-Sept.)**
(631) 583-5566
www.saltaire.org

Village of Shoreham

80 Woodville Road
Shoreham, NY 11786
(631) 821-0680
www.shorehamvillage.org

Village of Southampton

23 Main Street
Southampton, NY 11968
(631) 283-0247
www.southamptonvillage.org

Village of Westhampton Beach

65 Mill Road
Westhampton Beach, NY 11978
(631) 288-1654
www.westhamptonbeach.org

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IMPORTANT

This publication contains general information for starting a business. It is designed only to be a handy reference guide to general business requirements, and is not intended to offer legal or financial advice. We suggest you discuss your business plan with your accountant and attorney.

HOW TO GET YOUR BUSINESS STARTED

CERTIFICATE OF NAME

Before you select a name for your business, you should consult with your attorney, accountant and banker to determine what type of legal structure is best: sole proprietorship, partnership or corporation.

An unincorporated business may use the name of the owner, in which case there is no need to file a certificate of name. However, if the name is other than the owner's name, a **Certificate of Business Name (D/B/A)** must be filed with the Suffolk County Clerk:

Suffolk County Clerk: County Center, Riverhead, NY 11901

Telephone: (631) 852-2000

Website: www.suffolkcountyny.gov/departments/countyclerk.aspx

The Suffolk County Clerk maintains an online index of all business certificates, partnerships, DBA filings, and corporations.

INCORPORATION

A business that is to be incorporated must file with the state:

NYS Department of State, Division Of Corporations
99 Washington Ave, 6th Floor
Albany, NY 12231

Telephone: (518) 473-2492 **Email:** corporations@dos.state.ny.us

Website: www.dos.state.ny.us/corps/

FEDERAL (EMPLOYER) IDENTIFICATION NUMBER

Sole proprietorships, partnerships, corporations (including S corporations) and non-profit organizations must have a Federal Identification Number. Sole proprietors can use their social security number unless they pay wages to one or more employees, or are required to file pension or excise tax returns, such as those for alcohol, tobacco or firearms.

You will need to fill out **Form SS-4, The Application for Employer Identification Number**. To get a copy of this form or for additional information, call **1 (800) 829-3676** from Long Island Island. For additional assistance, visit the following local offices:

Internal Revenue Service:

1180 Veterans Memorial Hwy, Hauppauge NY 11788; or
518 East Main Street, Riverhead NY 11901

Website: www.irs.gov

Online Locator: www.irs.gov/app/officeLocator/index.jsp

APPENDIX I - SUFFOLK COUNTY VILLAGES

Village of Amityville

21 Ireland Place
Amityville, NY 11701
(631) 264-6000
www.villageofamityville.com

Village of Asharoken

1 Asharoken Avenue
Northport, NY 11768
(631) 261-7098
www.asharoken.com

Village of Babylon

153 West Main Street
Babylon, NY 11702
(631) 669-1500
www.villageofbabylonny.gov

Village of Belle Terre

1 Cliff Road
Belle Terre, NY 11776
(631) 928-0020
www.belleterre.us

Village of Bellport

29 Bellport Lane
Bellport, NY 11713
(631) 286-0327
www.bellportvillage.org

Village of the Branch

Box 725
Smithtown, NY 11787
(631) 265-3315
www.villageofthebranch.homestead.com

Village of Brightwaters

40 Seneca Drive
Brightwaters, NY 11718
(631) 665-1280
www.villageofbrightwaters.com

Village of Dering Harbor

PO Box 3010
Shelter Island Heights, NY 11965
(631) 749-0020

Village of Northport

224 Main Street
Northport, NY 11768
(631) 261-7502
www.villageofnorthport.com

Village of Ocean Beach

PO Box 457
Ocean Beach, NY 11770
(631) 583-5940
www.villageofoceanbeach.org

Village of Old Field

PO Box 2724
Setauket, NY 11733
(631) 941-9412
www.oldfieldny.gov

Village of Patchogue

14 Baker Street
Patchogue, NY 11772
(631) 475-4300
www.patchoguevillage.org

Village of Poquott

45 Birchwood Avenue
East Setauket, NY 11733
(631) 476-4043
www.poquott.org

Village of Port Jefferson

121 West Broadway
Port Jefferson, NY 11777
(631) 473-4724
www.portjeff.com

Village of Greenport

236 Third Street
Greenport, NY 11944
(631) 477-0248
www.villageofgreenport.org

Village of Head of the Harbor

500 North Country Road
St. James, NY 11780
(631) 584-5550
www.villagehohny.org

HOW YOU CAN GET HELP SELLING TO GOVERNMENT AGENCIES

SUFFOLK COUNTY

SUFFOLK COUNTY DEPARTMENT OF PUBLIC WORKS

360 Yaphank Avenue
Yaphank, NY 11980

Phone (631) 852-5211

Fax: (631) 852-5221

Website: www.suffolkcountyny.gov/departments/purchasingoffice.aspx

Suffolk County Villages

Contact Village Clerk

See Appendix I

Suffolk County Townships

Contact Town Clerk

See Appendix II

Suffolk County School Districts

Contact Individual School District

Website: www.newyorkschoools.com/counties/suffolk.html

NEW YORK STATE

New York State Office of Purchasing

Empire State Plaza Tower, Albany NY 12242

Telephone: (518) 474-5981

Website: www.ogs.ny.gov

New York State Office of Regulatory Reform

Website: www.cio.ny.gov/procurement_rules

UNITED STATES GOVERNMENT

U.S. General Services Administration

Website: www.gsa.gov/portal/category/100000

Small Business Administration Government Contract Division

Website: www.sbaonline.sba.gov/contractingopportunities/index.html

Defense Contract Mgmt Area Operations (DCMAO)

Website: www.dcma.mil/about.cfm

Congress created the Procurement Technical Assistance Program

(PTAP) to help businesses seeking to compete successfully in federal, state and local government contracting. **Website:** www.aptac-us.org/new

WHAT YOU NEED TO KNOW ABOUT LICENSES AND PERMITS

Some types of businesses are required by law to obtain licenses and/or permits prior to beginning to operate. Listed below are some of the more common categories of businesses requiring licenses and/or permits from agencies or departments of New York State, Suffolk County, or local municipalities.

NEW YORK STATE LICENSES OR PERMITS

Some businesses require specific New York State Permits. The Governor's Office of Regulatory Reform defines a permit as any required license, registration or similar form of authorization required by New York State. Examples of businesses that require a permit include auto repair shops, beauty shops, food establishments, real estate brokers and day care centers. For assistance in identifying New York State permits, contact:

NYS CIO/OFT

Business Permit Assistance Help-Line

Empire State Plaza

PO Box 2062

Albany, New York 12220

Telephone: (518) 474-8275; or toll-free 1 800-342-3464

Website: www.opal.gorr.state.ny.us

SUFFOLK COUNTY LICENSES OR PERMITS

Certain occupations require licenses, such as appliance repair shops, auctioneers, contractors, electricians, plumbers, precious metal dealers and second hand dealers. For assistance or more information contact:

Suffolk County Office of Consumer Affairs

PO Box 6100

North County Complex, Building 340

Hauppauge, NY 11788

Telephone: (631) 853-4600

Website: www.suffolkcountyny.gov/departments/CountyExec/consumeraffairs.aspx

For sanitary requirements for operation of food stores, food storage warehouses, meat or poultry establishments, food serving or vending businesses, mobile food vehicles, and frozen dessert establishments, contact:

Suffolk County Department of Health Services - Food Control Unit

360 Yaphank Ave., Suite 2A
Yaphank, NY 11980
(631) 852-5999

Website: www.co.suffolk.ny.us/departments/healthservices/publichealth/healthprotection/FoodControl.aspx

Motels, hotels, day camps, and other facilities of temporary residence, contact:

Suffolk County Department of Health Services - Camp & Sanitation Unit

360 Yaphank Ave., Suite 2A
Yaphank, NY 11980
(631) 852-5900

Website: www.co.suffolk.ny.us/departments/healthservices/publichealth/healthprotection.aspx

Vending, peddling or soliciting* (except selling junk or liquor) by vendors in unincorporated areas, contact:

Suffolk County Clerk

310 Center Drive, Riverhead, NY 11901-3392
Telephone: (631) 852-2000

***Necessary requirements:**

- Six-month proof of residency
- Original discharge or DD214

BUSINESSES REQUIRING MUNICIPAL LICENSES

Village licenses: There are 30 incorporated villages in Suffolk County. According to state law, each may require a permit. Contact the Village Clerk in each village in which you will be conducting business to determine if a permit is required. See **APPENDIX I** for a list of Suffolk County Villages.

Town licenses: According to state law, each township may require permits. To determine if a permit is required, contact the Town Clerk of each town in which you will be conducting business. See **APPENDIX II** for a list of Suffolk County townships.

WHO ELSE CAN HELP YOU

LEGAL ASSISTANCE

**Suffolk County Bar Association
Attorney Referral and Information
Service**

560 Wheeler Road
Hauppauge, New York 11788
Telephone: (631) 234-5577
Website: www.scba.org

ARBITRATION DISPUTES

American Arbitration Association
1633 Broadway, NY, NY 10019
Telephone: (212) 484-4000
Website: www.adr.org

TRAINING AND EMPLOYMENT ASSISTANCE

Suffolk County Department of Labor
North County Complex, Bldg. 17
160 Veterans Memorial Hwy
Hauppauge, New York 11788
Telephone: (631) 853-6582
Website: www.suffolkcountyny.gov/departments/Labor.aspx

NYS Dept. of Labor Workforce
Hauppauge, New York 11788
Telephone: (631) 952-6700
Website: www.labor.ny.gov/workforcenypartners/osview.aspx

LABOR PRACTICES, COLLECTIVE BARGAINING, DISPUTES & UNIONS

National Labor Relations Board
26 Federal Plaza
Room 3614, Region 2
New York, NY 10278
Telephone: (212) 264-0300
Website: www.nlr.gov

NYS Labor Relations Board

Website: www.labor.ny.gov/erb/index.asp

Federal Mediation & Conciliation

Website: www.fmcs.gov/internet

US Department of Labor - Wage & Hour Division

1400 Old Country Road, Suite 410
Westbury, NY 11590-5119 Telephone: (516) 338-1890
Website: www.dol.gov/whd

DISCRIMINATORY PRACTICES

S C Human Rights Commission
100 Veterans Memorial Hwy
Hauppauge, NY 11788
Telephone: (631) 853-5480 **Website:** www.suffolkhumanrights.org

NYS Division of Human Rights

250 Veterans Memorial Hwy
Hauppauge, NY 11788
Telephone: (631) 952-6434
Website: www.dhr.ny.gov

WHO ELSE CAN HELP YOU

If you are unsure where to call for answers to your specific question, call one of these first:

SC Department of Economic Development & Planning

100 Veterans Memorial Hwy
Hauppauge, NY 11788

Telephone: (631) 853-4800

Website: www.suffolkcountyny.gov

Empire State Development

150 Motor Parkway
Hauppauge, NY 11788

Telephone: (631) 435-0717

Website: www.esd.ny.gov

GENERAL BUSINESS INFORMATION & CONSULTATION

For help in developing a business plan, call:

New York State Small Business Development Centers

SUNY Stony Brook, Stony Brook, NY 11794 Telephone: (631) 632-9070

SUNY Farmingdale, Farmingdale, NY 11735 Telephone: (631) 420-2765

Website: www.stonybrook.edu/SBDC

Suffolk County Women's Business Enterprise Coalition Suffolk County Coalition of Minority Business Enterprises

Office of Minority Affairs, 100 Veterans Memorial Hwy, Hauppauge, NY 11788

Telephone: (631) 853-4738 **Website:** www.scwbec.org

SCORE

SC Organization of Retired Executives

Website: www.scorelongisland.org

Entrepreneurial Assistance Center

SC Community College

(631) 851-6206 **Website:**

www.sunysuffolk.edu/Workforce/EAC

Long Island Better Business Bureau

399 Conklin St., Farmingdale, NY 11735

Website: www.newyork.bbb.org

Telephone: (516) 420-0500

FINANCIAL ASSISTANCE

S C Industrial Development Agency

100 Veterans Memorial Hwy
Hauppauge, NY 11788

Telephone: (631) 853-4802

US Small Business Administration

350 Motor Parkway
Hauppauge, NY 11747

Telephone: (631) 454-0750

Website: www.sba.gov

Community Development Corporation of Long Island

2100 Middle County Road
Centereach, NY 11720

Telephone: (631) 471-1215

Website: www.cdcli.org

Long Island Development Corporation

45 Seaman Ave.

Bethpage, NY 11714-3701

Telephone: (516) 433-5000

Website: www.lidc.org

WHAT YOU NEED TO KNOW ABOUT TAXES

SALES TAX

Businesses that buy merchandise and material for resale must apply for a sale certificate to avoid paying sales tax on purchases from suppliers. In addition, a tax authorization must be obtained to collect sales tax from customers. For information on either, contact:

New York State Department of Taxation and Finance

State Office Building, Veterans Memorial Hwy., Hauppauge NY 11788

Telephone: (518) 457-5181

Website: www.tax.ny.gov

STATE TAXES

Depending on the nature of a business, it may be required to pay various taxes to New York State. Some more common state taxes are business taxes for incorporated or unincorporated businesses, personal income taxes, lottery tax, truck mileage tax, gasoline or diesel fuel tax, and miscellaneous taxes. For further assistance on state tax guidelines, contact:

New York State Department of Taxation and Finance

State Office Building, Veterans Memorial Hwy, Hauppauge NY 11788

For Information: (518) 457-5181

Website: www.tax.ny.gov

FEDERAL TAXES

All incorporated and unincorporated businesses must file tax returns. For information and assistance, contact:

United States Internal Revenue Service

1180 Veterans Memorial Hwy, Hauppauge NY 11788

Business and Speciality Tax Line:

1-800-829-4933

Website: www.irs.gov

PROPERTY TAXES

Property taxes apply only to businesses that own real property. Each town/village regulates its own assessments. For further information and assistance, contact the Town/Village Assessor in each individual town/village in which your business owns property. See **APPENDIX I/APPENDIX II** for a list of Suffolk County towns/villages.

WHAT EMPLOYERS NEED TO KNOW

Federal and state laws require that all businesses employing workers, including part-time workers, comply with all regulations involving the following:

SOCIAL SECURITY COMPLIANCE

For a comprehensive list of offices and phone numbers please visit the Social Security website.

Website: <http://www.ssa.gov>

WORKMEN'S COMPENSATION & DISABILITY BENEFITS

For more information contact:

Workmen's Compensation Board

175 Fulton Avenue

Hempstead, NY 11550

Telephone: 1 (866) 805-3630

Website: www.wcb.state.ny.us

220 Rabro Drive

Hauppauge, NY 11788

Telephone: 1 (866) 681-5354

UNEMPLOYMENT INSURANCE

For more information contact:

New York State Department of Labor - Div. of Employment

State Office Building, Veterans Memorial Hwy, Hauppauge 11788

Registration for a new business: 1 (888) 899-8810

Website: www.labor.ny.gov/home

LABOR RELATIONS

For more information contact:

SC Department of Labor Business Services Unit

N County Complex, Bldg 77

Hauppauge, NY 11788

Telephone : 853-6923

Website: www.suffolkcountyny.gov/departments/Labor.aspx

NYS Department of Labor/Division of Labor Standards

400 Oak Street, Suite 101

Garden City, NY 11230

Telephone : (516) 794-8195

Website: www.labor.ny.gov/workerprotection/laborstandards/labor_standards.shtm

WHAT ELSE YOU MUST COMPLY WITH

ZONING AND VARIANCES

Local towns and villages have ordinances within their jurisdictions. Some of these ordinances define the procedures for obtaining permits for structural changes in existing buildings zoned for commercial and manufacturing uses, as well as in applying for variances.

Before any additions or structural renovations are made, it is advisable to submit the properly drawn plans for approval to the local municipal building department. The municipality can provide assistance in obtaining the required information.

Building permits and requests for variances in unincorporated areas are handled by the Building and Zoning Department of the town.

Upon completion of renovation, a Certificate of Occupancy should be requested.

See **APPENDIX I** for a list of Suffolk County Villages.

See **APPENDIX II** for a list of Suffolk County Towns.

INDUSTRIAL COMPLIANCE

Laws require that industrial and manufacturing businesses comply with safety and health regulations. It is suggested that new business owners request an inspection of their premises prior to commencing business operations. For further information contact:

United States Department of Labor / Occupational Safety & Health Administration (OSHA)

990 Westbury Road, Westbury NY 11590 - Telephone: (516) 334-3344

Where the operation of a manufacturing business produces industrial waste for disposal, it is important to obtain a permit for this type of operation.

Website: www.osha.gov

Suffolk County Department of Health Services

Office of Pollution Control

15 Horseblock Place

Farmingville, NY 11738

Telephone: (631) 854-2501

Waste Water Management

360 Yaphank Avenue, Ste 2C

Yaphank, NY 11980

Telephone:(631) 852-5700

Hazardous Material/Storage

Telephone: (631) 854-2502

Website: <http://www.suffolkcountyny.gov/Departments/HealthServices/EnvironmentalQuality/PollutionControl/ToxicandHazardousMaterialsStorageFacilities.aspx>