

City of Mount Vernon

Business Registration Ordinance

§1. Purpose

The purpose of this ordinance is to establish a comprehensive business registration system for all entities operating within the City of Mount Vernon. This registry will promote public safety, ensure compliance with local ordinances, including the City's Business Video Camera Ordinance, and provide accurate data for economic development, zoning, and municipal planning.

§2. Applicability

This ordinance applies to all businesses operating in the City of Mount Vernon, including but not limited to sole proprietorships, partnerships, limited liability companies (LLCs), and corporations. Businesses exempt from state licensure requirements must still register under this ordinance if operating within city limits.

§3. Registration Requirement

All businesses shall be registered with the City during the Certificate of Tenancy application process. Proof of registration shall be required before issuance of a Certificate of Occupancy or Certificate of Tenancy. A Business Registration Certificate must be posted conspicuously at the place of business at all times.

§4. Registration Documentation

Each business must submit the following:

1. Proof of business formation (Articles of Organization or Incorporation, or Certificate of Assumed Name).
2. Physical address of the business.
3. Copy of lease or other proof of tenancy; or property deed.
4. Employer Identification Number (EIN) issued by the IRS.
5. Proof of business insurance.
6. Copies of required NYS-issued business licenses (NYS Office of Cannabis Management; NYS Liquor Authority; NYS Department of Motor Vehicles, etc.)
7. Proof of sales tax collection
8. Name, address, phone, and email of business owner(s) and local on-site manager.

9. Business hours and intended business use.
10. Whether the business use is subject to compliance with the City of Mount Vernon Business Video Camera Ordinance.

§5. Term and Renewal

Registration shall be valid for three (3) years. Renewal is required no later than 30 days prior to expiration. A renewal fee of \$150 shall be assessed at time of renewal.

§6. Fee Schedule

Initial registration: No fee.

Three-year renewal: \$150 (non-refundable).

Payments must be made via:

- ACH (Automated Clearing House)
- Credit/Debit Card
- Money Order

Checks are not accepted.

All payments and fines are payable to the “City of Mount Vernon” and collected by the Office of the City Clerk on behalf of the City Council.

§7. Late Registration and Penalties

If a business fails to register within the applicable period following the issuance of a Certificate of Tenancy:

Days After Certificate of Tenancy	Fine Amount
0–30 days	No fine
31–60 days	\$50
61–90 days	\$100
91–120 days	\$200
121 days and beyond	\$500

Fines shall be payable to the “City of Mount Vernon” and collected by the Office of the City Clerk on behalf of the City Council. Businesses shall not be permitted to renew Certificates of Tenancy or other permits, or obtain municipal services until fines are paid in full.

§8. Enforcement

Business Development of the Mount Vernon Industrial Development Agency shall administer this ordinance in collaboration with the Mount Vernon Department of Buildings. The City reserves the right to inspect registered businesses for compliance with zoning, safety, and surveillance regulations. Failure to comply may result in penalties, fines, or business closure in accordance with municipal code. Code enforcement officers of the Department of Public Works, Department of Buildings, Fire Prevention of the FDMV and MVPD may enforce in accordance with the municipal code.

§9. Severability

If any provision of this ordinance is found to be invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

§10. Effective Date

This ordinance shall take effect January 1, 2026.