



## Checklist for a New Permit Application

(Not applicable to renewals, food carts, or temporary food service establishments)

Note: Check individual permit guidelines for additional permit-specific required documentation)

<b>Items Needed</b> <i>Be sure the applicant's name is the same on all documents. See "Instructions for Completing an Application" for more details.</i>	<b>Legal Business Structure</b>		
	Individual	Partnership	Corporation or LLC
<b>Permit Application</b> <ul style="list-style-type: none"> <li>All applicable sections completed</li> <li>Permit-specific Supplemental Form(s) if applicable</li> <li>Signed by applicant (example: owner, officer, director or shareholder)</li> </ul>	✓	✓	✓
<b>Permit Fee</b> <ul style="list-style-type: none"> <li>See list of permit fees</li> <li>Credit card, money order or check payable to "DOHMH"</li> <li>Not-for-profits: no fee if proof of status is submitted (see below)</li> </ul>	✓	✓	✓
<b>Proof of Home Address</b> (one of the following) <ul style="list-style-type: none"> <li>Valid driver's license or non-driver ID</li> <li>Current lease or mortgage statement</li> <li>Utility bill, bank or credit card statement dated within the last 90 days</li> <li>"Affidavit of Home Address" form, completed by a person living with applicant and a recent utility bill or lease in that individual's name</li> </ul>	✓	✓ (needed for partnership of individuals only)	
<b>Photo Identification</b> One government-issued ID with photo, such as: <ul style="list-style-type: none"> <li>Driver's license or non-driver ID</li> <li>Alien Registration Card or Naturalization Certificate</li> <li>U.S. or foreign passport</li> </ul>	✓	✓	✓
<b>Proof of Sales Tax Collecting Authority</b> <ul style="list-style-type: none"> <li>Valid original NYS Certificate of Sales Tax Authority</li> </ul> <i>Obtain at <a href="http://www.tax.ny.gov">http://www.tax.ny.gov</a>. Complete Form DTF-17 on-line or mail it to New York State Tax Department, Sales Tax Registration Unit, W A Harriman Campus, Albany, New York 12227. Takes 4-6 weeks.</i>	✓	✓	✓
<b>Proof of Incorporation</b> <ul style="list-style-type: none"> <li>Certificate of Incorporation (stamped to show it was filed with the New York State Department of State) or Filing Receipt issued by the NYS Secretary of State.</li> </ul> <i>If located outside of New York State, obtain "Certificate of Good Standing" from your Secretary of State and file with application for "Authority to Conduct Business in New York State" with NYS Department of State. You must then present this "Authority" issued by the NYS Department of State when you apply for this permit.</i>		✓ (needed for partnership of corporations or LLCs only)	✓
<b>Workers' Compensation &amp; Disability Insurance Coverage</b> <ul style="list-style-type: none"> <li>Submit proof of coverage effective when the establishment begins operation, including insurer's name, policy number, and expiration date. If such coverage is <i>NOT</i> required, submit Certificate of Attestation of Exemption (Form CE-200) from the NYS Workers' Compensation Board showing the applicant's Exemption Number and the date issued. See <a href="http://www.wcb.ny.gov">http://www.wcb.ny.gov</a>.</li> <li>List DOHMH as the certificate holder (<b>not</b> the policy holder)</li> </ul>	✓	✓	✓
<b>Payment of Outstanding Fines for DOHMH Violations</b> (if any) <ul style="list-style-type: none"> <li><u>Certified</u> check, credit card or money order payable to "OATH Health Tribunal" (in person payment) or pay online with credit or debit card</li> </ul>	✓	✓	✓
<b>Proof of Not-for-Profit Status</b> (if applicable)* <ul style="list-style-type: none"> <li>Letter from the IRS stating not-for-profit status*</li> </ul>		✓	✓
<b>Power of Attorney or Authority to Act Affidavit</b> (if applicable) <ul style="list-style-type: none"> <li>If someone else will turn in the application for you</li> </ul>	✓	✓	✓