

Inspection Checklist: Garages and Parking Lots

Does your business operate a parking garage or lot that is open to the public and charges for parking?

Definition: Garage means a building, shed, or enclosure, or any part of a building, shed, or enclosure, that can accommodate, store, or keep five or more motor vehicles for a fee or other consideration. **Parking lot** means an outdoor space or uncovered plot of ground that can accommodate, store, or keep five or more motor vehicles for a fee or other consideration.

Use this checklist to learn what our inspectors look for and help avoid violations. All businesses also must comply with the General Retail Inspection Checklist, which is included at the end for easy reference.

For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.

KEY
NYC Code: NYC Administrative Code
RCNY: Rules of the City of New York
§: Section

Requirement	Do you meet this requirement?
Contracts	
1 Your business must have a valid DCA Garage or Parking Lot license. Tip: The following businesses do not need a license: <ul style="list-style-type: none"> • A garage or parking lot operated by the City or any City agency • A garage or parking lot that is operated in connection with a business and used exclusively by the customers or employees of that business • A garage or parking lot operated by the owner or lessee of a multiple dwelling for the exclusive use of its residents 	<input type="checkbox"/> Yes
NYC Code §20-321, §20-322	
2 DCA’s combined license and complaint sign must be posted where all customers can see it. 6 RCNY §1-03(a)	<input type="checkbox"/> Yes
3 All printed matter that is given to customers (e.g., advertisements, business cards, flyers, receipts, contracts, correspondence) must have the license number and the license number must be identified as a DCA license number (for example, “Department of Consumer Affairs License #1234567-DCA”). 6 RCNY §1-05	<input type="checkbox"/> Yes
Signs	
4 If the entrance and exit to the garage or lot are separate, clearly lit signs stating “Entrance” and “Exit” must be posted at the main entrance and main exit. Tip: If the entrance and exit are not separate, then you do not need to have separate signs.	<input type="checkbox"/> Yes
6 RCNY §2-161(g)(1)	

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Requirement		Do you meet this requirement?
5	<p>Signs must be posted conspicuously at each public entrance and include each of the following:</p> <ul style="list-style-type: none"> • Business name • Business address • DCA license number • Vehicle capacity as shown on the DCA license • Minimum number of bicycle parking spaces required by law (if vehicle capacity is more than 50 cars) • Business hours <p>Tip: This sign must be separate from the rate sign. Tip: All drivers pulling into a facility must be able to see this sign.</p> <p>6 RCNY §2-161(g)(2)(vi)</p>	<input type="checkbox"/> Yes
6	<p>There must be a rate sign posted at each public entrance.</p> <p>6 RCNY §2-161(g)(2)(i)</p>	<input type="checkbox"/> Yes
7	<p>The rate sign must have all of the following:</p> <ul style="list-style-type: none"> • Black letters on a white background. <i>If the rates are different for Day and Night, separate rate signs must be posted next to each other:</i> <ul style="list-style-type: none"> - Day rate sign must have black letters on a white background. - Night rate sign must have white letters on a black background. • Capital letters that are 3 inches high. • Lowercase letters that are 2 inches high. • All letters must be the same font. • All letters and numbers must be proportionately spaced. • Each type of rate must be listed on a separate line. • No line can exceed 40 inches in width. • Lines must be spaced 1 and 1 ½ inches apart as measured between capital letters. <p>6 RCNY §2-161(g)(2)(i), 6 RCNY §2-161(g)(2)(ii)</p>	<input type="checkbox"/> Yes
8	<p>If you charge for fractional or hourly periods, your rate sign must list the total and maximum charges for the period. For example:</p> <p>Up to 1 hour: \$ Up to 2 hours: \$ Maximum: Hours: Or Maximum: 6 a.m. to 7 p.m.</p> <p>6 RCNY §2-161(g)(2)(i)</p>	<input type="checkbox"/> Yes

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9	If you charge different rates for certain days of the week or for special occasions, you must post those rates directly under the regular rate sign, or on a separate sign next to the regular rate sign.	<input type="checkbox"/> Yes
	6 RCNY §2-161(g)(2)(iii)	
10	A copy of the rate signs must be posted conspicuously in the area of the garage or lot designated for payment. Tip: The copy must be at least 8 by 10 inches and contain the exact information as the original rate signs.	<input type="checkbox"/> Yes
	6 RCNY §2-161(g)(2)(iv)	
11	You may post additional signs as long as the letters and numbers in the signs are the same size and are in the same style as the original rate signs.	<input type="checkbox"/> Yes
	6 RCNY §2-161(g)(2)(v)	
12	If your garage or lot is located in Manhattan, you must post a sign that states exactly: ATTENTION MANHATTAN RESIDENTS If you garage your car on a monthly basis or longer, you may be eligible for an exemption from the 8% parking tax surcharge. To apply for a certificate of exemption, contact: N.Y.C. Department of Finance Parking Tax Exemption Section 25 Elm Place Brooklyn, NY 11201 1-(718) 935-6144 Tip: This sign must be at least 12 by 18 inches with black letters that are at least 1 inch high on a white background.	<input type="checkbox"/> Yes
	6 RCNY §2-161(g)(3)(ii)	
Capacity		
13	All cars must be parked in the garage or lot and not on the sidewalk, street, or other public space.	<input type="checkbox"/> Yes
	6 RCNY §2-161(f)(1)(i)	
14	The number of parked or stored vehicles cannot be over the legal capacity as shown on the DCA license.	<input type="checkbox"/> Yes
	NYC Code §20-327(a)	
15	If the garage or lot is full, a sign stating "Capacity Full" in 6-inch-high letters must be posted at each public entrance to let customers know.	<input type="checkbox"/> Yes
	6 RCNY §2-161(h)(1)	

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Bike Parking																																																																											
<p>16 Garages or lots that hold 51 or more cars must provide and maintain parking spaces for bicycles. Use the chart below to determine the minimum number of bicycles that you must be able to park and secure.</p> <table border="1" data-bbox="186 600 664 1839"> <thead> <tr> <th>Capacity on DCA License</th> <th>Minimum Number of Bicycle Capacity</th> </tr> </thead> <tbody> <tr><td>51-54</td><td>5</td></tr> <tr><td>55-64</td><td>6</td></tr> <tr><td>65-74</td><td>7</td></tr> <tr><td>75-84</td><td>8</td></tr> <tr><td>85-94</td><td>9</td></tr> <tr><td>95-104</td><td>10</td></tr> <tr><td>105-114</td><td>11</td></tr> <tr><td>115-124</td><td>12</td></tr> <tr><td>125-134</td><td>13</td></tr> <tr><td>135-144</td><td>14</td></tr> <tr><td>145-154</td><td>15</td></tr> <tr><td>155-164</td><td>16</td></tr> <tr><td>165-174</td><td>17</td></tr> <tr><td>175-184</td><td>18</td></tr> <tr><td>185-194</td><td>19</td></tr> <tr><td>195-249</td><td>20</td></tr> <tr><td>250-349</td><td>21</td></tr> <tr><td>350-449</td><td>22</td></tr> <tr><td>450-549</td><td>23</td></tr> <tr><td>550-649</td><td>24</td></tr> <tr><td>650-749</td><td>25</td></tr> <tr><td>750-849</td><td>26</td></tr> <tr><td>850-949</td><td>27</td></tr> <tr><td>950-1049</td><td>28</td></tr> <tr><td>1050-1149</td><td>29</td></tr> <tr><td>1150-1249</td><td>30</td></tr> <tr><td>1250-1349</td><td>31</td></tr> <tr><td>1350-1449</td><td>32</td></tr> <tr><td>1450-1549</td><td>33</td></tr> <tr><td>1550-1649</td><td>34</td></tr> <tr><td>1650-1749</td><td>35</td></tr> <tr><td>1750-1849</td><td>36</td></tr> <tr><td>1850-1949</td><td>37</td></tr> <tr><td>1950-2049</td><td>38</td></tr> <tr><td>2050-2149</td><td>39</td></tr> <tr><td>2150-2249</td><td>40</td></tr> </tbody> </table> <p>NYC Code §20-327.1(a)(1)(ii), NYC Code §20-327.1(b)(1)</p>	Capacity on DCA License	Minimum Number of Bicycle Capacity	51-54	5	55-64	6	65-74	7	75-84	8	85-94	9	95-104	10	105-114	11	115-124	12	125-134	13	135-144	14	145-154	15	155-164	16	165-174	17	175-184	18	185-194	19	195-249	20	250-349	21	350-449	22	450-549	23	550-649	24	650-749	25	750-849	26	850-949	27	950-1049	28	1050-1149	29	1150-1249	30	1250-1349	31	1350-1449	32	1450-1549	33	1550-1649	34	1650-1749	35	1750-1849	36	1850-1949	37	1950-2049	38	2050-2149	39	2150-2249	40	<input type="checkbox"/> Yes
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Requirement		Do you meet this requirement?
17	<p>If the garage or lot is given a waiver and does not have to provide parking spaces for bicycles, a sign must be posted at each public entrance stating “Bike Parking Not Required by Law.” The lettering on the sign must be 4 inches high.</p> <p>6 RCNY §2-161(u)</p>	<input type="checkbox"/> Yes
18	<p>Each bicycle must be parked at least 2 feet away from a car.</p> <p>NYC Code §20-327.1(b)(2)</p>	<input type="checkbox"/> Yes
19	<p>All bikes must be parked in the garage or lot and not on the sidewalk, street, or other public space.</p> <p>6 RCNY §2-161(f)(1)(ii)</p>	<input type="checkbox"/> Yes
20	<p>If the bike parking is at capacity, there must be a sign posted at each entrance stating “Bike Parking Capacity Filled.”</p> <p>Tip: Letters on the sign must be at least 6 inches tall.</p> <p>6 RCNY §2-161(h)(2)</p>	<input type="checkbox"/> Yes
21	<p>There must be a rate sign for bicycle parking posted at each public entrance and the sign must have all of the following:</p> <ul style="list-style-type: none"> • Black letters on a white background. <i>If the rates are different for Day and Night, separate rate signs must be posted next to each other:</i> <ul style="list-style-type: none"> - Day rate sign must have black letters on a white background. - Night rate sign must have white letters on a black background. • Capital letters that are 3 inches high. • Lowercase letters that are 2 inches high. • All letters must be the same font. • All letters and numbers must be proportionately spaced. • Each type of rate must be listed on a separate line. • No line can exceed 40 inches in width. • Lines must be spaced 1 and 1 ½ inches apart as measured between capital letters. <p>6 RCNY §2-161(g)(2)(viii)</p>	<input type="checkbox"/> Yes
22	<p>If the areas where bikes are parked are off-limits to anyone other than employees, then the garage or lot is not required to have racks, hooks, poles, or other devices to which bicycles can be secured.</p> <p>NYC Code §20-327.1(b)(3)</p>	<input type="checkbox"/> Yes
23	<p>If the areas where bikes are parked can be accessed by non-employees, the garage or lot must have racks, hooks, poles, or other devices to secure the bikes.</p> <p>Tip: The garage or lot must provide locks, chains, or other devices to customers to secure their bicycles.</p> <p>NYC Code §20-327.1(b)(1)</p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
Other	
24 You cannot disclaim liability for damages, e.g., injury or damage to a customer’s property, caused by negligence.	<input type="checkbox"/> Yes
6 RCNY §5-40(e)	
25 A garage or lot must provide claim checks to all customers that include: <ul style="list-style-type: none"> • The date the vehicle was accepted for parking • Business name • DCA license number 	<input type="checkbox"/> Yes
NYC Code §20-326	

This document is provided for informational purposes only, is not exhaustive, and does not constitute legal advice. New York City businesses must comply with all relevant federal, State, and City laws and rules. Businesses are responsible for knowing and complying with current regulations that affect their business.

Inspection Checklist: General Retail

Does your business sell goods or services?

Use this checklist to learn what our inspectors look for and help avoid violations. For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.

KEY
NYC Code: NYC Administrative Code
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§: Section

Requirement	Do you meet this requirement?
Price Lists for Services	
1 A price list must be displayed and include the following: <ul style="list-style-type: none"> List of the type of services Minimum price for each service Conditions or variations of service that change the minimum price Range of additional charges caused by conditions or variations (if the price is based on an hourly labor rate) Rate as dollars per hour Tip: If the price list states a price “and up” or “from” — e.g., “\$5 and up” or “from \$5” — it must also state the reason(s) for the different prices and include the range of prices.	<input type="checkbox"/> Yes
6 RCNY §5-70(a)	
2 The price list must be clearly posted or clearly displayed at the place(s) where payment is made (e.g., near the cash register) and/or where orders are placed.	<input type="checkbox"/> Yes
6 RCNY §5-70(a)	
3 If there is a sale or promotion, the pre-sale prices must also be posted for comparison.	<input type="checkbox"/> Yes
NYC Code §20-750(b)	
4 Prices for services cannot be based on gender. Tip: Words like “men’s,” “women’s,” and “ladies” cannot be used to describe the price.	<input type="checkbox"/> Yes
NYC Code §20-750(c)	
Pricing for Goods	
5 All items offered for sale must show a price, exclusive of tax, as follows: <ul style="list-style-type: none"> The price must be attached to the item by a stamp, tag, or label. OR The price must be stated on a sign that is plainly visible where the item is displayed. 	<input type="checkbox"/> Yes
NYC Code §20-708, NYC Code §20-708.1	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
<p>6 If your store’s annual revenue is more than \$2 million or you are a chain store, you must individually price each item, including food products, paper products, detergents, soaps, nonprescription drugs, and health and beauty aids.</p> <p><i>Exceptions:</i> The following items must be individually priced unless shelf prices and a price look-up function are provided:</p> <ul style="list-style-type: none"> • Milk • Items that are under 3 cubic inches in size, weigh less than 3 ounces, and cost under 1 dollar • Eggs • Fresh produce not packaged for retail sale • Products sold through a vending machine • Food sold for consumption on the premises • Snack foods offered for sale in single packages that weigh 5 ounces or less, e.g., cakes, gum, candies, chips, and nuts • Cigarettes, cigars, tobacco, and tobacco products • Food offered for sale in bulk • Frozen juice • Ice cream • Frozen foods packaged for final retail sale in plastic bags • Items on sale for 1 week or less, but only if they are located in a segregated display at the end of the aisle and the sale period, name of the product, and the advertised price are clearly posted on a sign at the point of display • Jars of baby food 	<input type="checkbox"/> Yes
<p>NYC Code §20-708.1(b), NYC Code §20-708.1(c)</p>	
<p>Signs</p>	
<p>7 Sale signs that advertise a price range or percent discount—example: “Savings of 20 to 50%” or “20% to 50% off”—must state the minimum and maximum percentages in equal size.</p> <div style="text-align: center; margin: 20px 0;">  </div>	<input type="checkbox"/> Yes
<p>6 RCNY §5-94(a)(1)</p>	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
<p>8 Advertising, including sale signs, cannot contain any of the following phrases:</p> <ul style="list-style-type: none"> • “Our list price” • Below “manufacturer’s wholesale cost” • “Manufacturer’s cost” <p>6 RCNY §5-101</p>	<input type="checkbox"/> Yes
<p>9 Businesses that sell goods and services must post a refund policy sign.</p> <p>Tip: A refund policy sign must be posted at each register, point of sale, or entrance, or attached to each item.</p> <p>Tip: Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”</p> <p>Tip: The sign must state that a written copy of the store’s refund policy is available on request.</p> <p>6 RCNY §5-37</p>	
<p>10 The refund policy sign must state any and all conditions or limitations to getting a refund. For example, it must state:</p> <ul style="list-style-type: none"> • Any fees charged for refunds, such as “restocking fees” • If a refund will not be provided for “as is” or “sale” items • Whether the refund will be in cash, credit, or store credit only • If proof of purchase is required for a refund • If a refund will be provided at any time or within a specific period of time <p>6 RCNY §5-37</p>	<input type="checkbox"/> Yes
<p>11 If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted at or near each entrance and in all advertising that indicates credit cards are accepted.</p> <p>6 RCNY §5-24(b)</p>	
<p>Receipts</p>	
<p>12 Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20.</p> <p>Tip: This does not apply to food and drink that is meant to be consumed on the premises.</p> <p>6 RCNY §5-32(b)(2)</p>	<input type="checkbox"/> Yes
<p>13 The receipt must include each of the following:</p> <ul style="list-style-type: none"> • Date of purchase • Amount paid for each item • Total amount paid • Separate statement of tax • Business name and address <p>6 RCNY §5-32(c)</p>	

Inspection Checklist: General Retail

Requirement		Do you meet this requirement?
14	Receipts for audio, photographic, and video equipment that cost more than \$100 must also include the make and model number of the item.	<input type="checkbox"/> Yes
	6 RCNY §5-32(c)(5)	
Price Accuracy		
15	The price charged for an item at checkout, including scanned items, must not exceed the item's tagged, stamped, or marked price, shelf price, sale price, or advertised price.	<input type="checkbox"/> Yes
	NYC Code §20-708.1(d), NYC Code §20-708.1(e)	
16	Tax cannot be charged on tax-exempt items. Tip: Examples of tax-exempt items include but are not limited to: feminine hygiene products, canned vegetables, baby food, clothing under \$110, diapers, nonprescription or over-the-counter drugs, contraceptives. Tip: Check with the New York State Department of Taxation and Finance for a complete list of which items are exempt.	<input type="checkbox"/> Yes
	6 RCNY §5-41	
Layaway Plans		
17	If layaway is offered, each of the following written disclosures must be provided to consumers prior to accepting any payments over \$50 in 4 installments or more: <ul style="list-style-type: none"> • Description of the item, including name of manufacturer, brand name, color, size, style, and model number • Total cost of the item, including tax, installation, delivery, or freight charges • Any charge to use layaway, including any service charge, carrying charge, and cancellation fee • Duration of the layaway plan • Payment schedule and any consequences of missed payments • Refund policy • Notice of where the item is being stored, if other than the place of purchase, or if the item will not be removed from inventory until additional payments are made: <p><i>Example 1:</i> NOTICE: NO MERCHANDISE WILL BE REMOVED FROM INVENTORY UNTIL X% OF THE PURCHASE PRICE HAS BEEN PAID.</p> <p><i>Example 2:</i> ATTENTION: YOUR SELECTION OF MERCHANDISE WILL NOT BE ORDERED UNTIL YOU HAVE MADE YOUR NEXT TO FINAL PAYMENT.</p>	<input type="checkbox"/> Yes
	6 RCNY §5-23	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Expired Over-the-counter Medication	
18	<p data-bbox="183 485 1292 520">It is illegal to sell over-the-counter medication after the expiration date on the label.</p> <p data-bbox="183 520 1292 564">NYC Code §20-822(a)</p> <p data-bbox="1300 485 1523 564"><input type="checkbox"/> Yes</p>



Consumer Affairs

Bill de Blasio
Mayor

Lorelei Salas
Commissioner

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New York, NY
10004

Visit nyc.gov and search "Business Toolbox"

Contact 311
(212) NEW-YORK
(Outside NYC)

This document is provided for informational purposes only, is not exhaustive, and does not constitute legal advice. New York City businesses must comply with all relevant federal, State, and City laws and rules. Businesses are responsible for knowing and complying with current regulations that affect their business.