Department of Consumer Affairs

License Application Process

Unenclosed Sidewalk Café (including Small Unenclosed)

Applying for the License

Submit all license application requirements to DCA.

DCA PRELIMINARY REVIEW:

DCA reviews application materials and forwards application information to the relevant Borough President, CB, City Council Member, and Speaker of the Council.

DCA will tentatively schedule a public hearing and provide details on public hearing posting requirements.

Up to 5 days

Public Hearings and Agency Reviews

CB REVIEW:

CB may hold a public hearing to provide recommendations to DCA.

Up to 45 days

DCA REVIEW:

DCA holds public hearing.

- **If there are issues, DCA will notify you.**
- **If there are no issues, DCA files decision within 2-3 days of public hearing.**

Up to 30 days

CITY COUNCIL REVIEW:

City Council can call the application to a vote.

21 to 50 days

DCA forwards approved revocable consent to MOCS for signoff.

3 to 4 days

Issuing the License

DCA issues you a Temporary Operating Letter, a consent fee bill, and the required complaint sign.

3 to 5 days

DCA will mail your license document and a copy of consent agreement.

3 to 5 days

KEY
CB = Community Board
DCA = Department of Consumer Affairs
MOCS = Mayor's Office of Contract Services

NOTE: Number of days are general estimates. If you make modifications to the original application, the process may take more time.

Updated 5/2013