



DEPARTMENT OF CONSUMER AND
WORKER PROTECTION (DCWP)
LICENSING CENTER
42 Broadway, Lobby
New York, NY 10004

NYC SMALL BUSINESS
SUPPORT CENTER
90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

By Appointment Only Hours:

Monday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

By Appointment Only Hours:

Tuesday, Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

COVID-19 ALERT

On **June 24, 2021**, New York's COVID-19 State of Emergency expired and many New York Forward industry reopening guidelines are no longer mandatory.

New York City's Emergency Executive Orders (EEO) that extended license expiration dates and renewal application deadlines because of the COVID-19 pandemic ended:

- **If your license was set to expire from March 12, 2020 through August 14, 2021 and you did not renew due to the Mayoral EEO, your extended license will expire on August 14, 2021.**
 - You cannot operate your business after August 14, 2021 unless you have your renewed license.
 - If you fail to submit your renewal license application on or before October 12, 2021, you will not be able to renew your current license and must apply for a new license.

Important Information for License Holders in Exception Industries:

- **Commercial Lessor, Employment Agency, Scrap Metal Processor that did not renew or whose renewal license application is incomplete:**
The license expiration date was not extended for these industries, but you may still renew your license on or before October 12, 2021. If you fail to submit your renewal license application by this date, you will not be able to renew your current license and must apply for a new license. Reminder: You cannot operate your business until you have a renewed license.
- **Process Serving Agency, Process Server Individual, Scale Dealer Repairer that did not renew before February 28, 2020:**
You were not covered by the Mayoral EEO, but you may still renew your license on or before August 28, 2021. If you fail to submit a complete renewal license application by this date, you will not be able to renew your current license and must apply for a new license. Reminder: You cannot operate your business until you have a renewed license.

For health and safety reasons, the DCWP Licensing Center and NYC Small Business Support Center cannot serve walk-ins, but you can schedule an appointment.

- **Email:** LicensingAppointments@dca.nyc.gov
- **By Phone*:** Call (212) 436-0441. (Monday-Friday, 8 a.m. - 4 p.m.)
*This number is to schedule an appointment to conduct an in-person business transaction only.
For general questions, email onlineappsdocs@dca.nyc.gov.

Note:

- At this time, DCWP cannot process Sidewalk Café license applications.
- As in-person service is limited, we encourage you to use our online service which is available 24/7 at nyc.gov/BusinessToolbox

Business Types Licensed by Consumer and Worker Protection

Important Updates

- Per Local Law 80 of 2020, DCWP no longer licenses Pool or Billiard Rooms.
- Per Local Law 31 of 2020, DCWP no longer licenses Home Improvement Salespersons.
- Per Local Law 214 of 2017, which repealed the Cabaret Law, DCWP no longer licenses Cabarets and Catering Establishments.
- Per Local Law 66 of 2016, DCWP no longer licenses Motion Picture Projectionists.

List of DCWP licenses and expiration dates begins on the next page. >

You can submit applications for DCWP licenses in person by appointment only, by mail, or online at nyc.gov/BusinessToolbox

Note: An even year is any year ending in an even digit; for example, 2022. An odd year is any year ending in an odd digit; for example, 2021.

Industry	License Expiration Date
Amusement Arcade	01/16, Even years
Amusement Device (Permanent)	03/15, Annually
Amusement Device (Portable)	03/15, Annually
Amusement Device (Temporary)	Per Event <i>(not to exceed 14 days per event)</i>
Auction House / Auctioneer	06/15, Even years
Bingo Game Operator	Annually <i>(not to exceed 216 occasions/year)</i> This expiration date is set by State law and was not covered by EEO.
Booting Company	12/31, Odd years
Car Wash	10/31, Odd years
Commercial Lessor (Bingo/Games of Chance)	12/31, Annually This expiration date is set by State law and was not covered by EEO.
Dealer in Products for the Disabled	03/15, Odd years
Debt Collection Agency	01/31, Odd years
Electronic & Home Appliance Service Dealer	06/30, Even years
Electronic Cigarette Retail Dealer	11/30, Odd or Even years depending on filing date
Electronics Store	12/31, Even years
Employment Agency	05/01, Even years This expiration date is set by State law and was not covered by EEO.
Games of Chance	Annually <i>(not to exceed 12 occasions/year)</i>
Gaming Café	01/16, Even years
Garage	03/31, Odd years
Garage & Parking Lot	03/31, Odd years
General Vendor	09/30, Annually
General Vendor Distributor	03/31, Annually
Home Improvement Contractor	02/28, Odd years
Horse Drawn Cab Driver	05/31, Even years
Horse Drawn Cab Owner	03/31, Even years
Industrial Laundry	12/31, Odd years
Industrial Laundry Delivery	12/31, Odd years
Locksmith	05/31, Odd years
Locksmith Apprentice	05/31, Odd years
Newsstand	03/31, Even years OR 09/30, Even years
Pawnbroker	04/30, Annually
Parking Lot	03/31, Odd years
Pedicab Business	11/01, Annually
Pedicab Driver	04/30, Annually
Process Server Individual	02/28, Even years
Process Serving Agency	02/28, Even years

Industry	License Expiration Date
Retail Laundry	12/31, Odd years
Scale Dealer/Repairer	02/28, Annually This expiration date is set by State law and was not covered by EEO.
Scrap Metal Processor	06/30, Annually This expiration date is set by State law and was not covered by EEO.
Secondhand Dealer Auto	07/31, Odd years
Secondhand Dealer General	07/31, Odd years
<p>Sidewalk Café At this time, DCWP cannot process Sidewalk Café new or renewal license applications.</p> <p>Important: Restaurants that offer outdoor dining must have permission from the City's Open Restaurants or Open Streets: Restaurants programs to operate. Visit nyc.gov/openrestaurants or nyc.gov/openstreets</p>	<p>04/15, Every two years OR 09/15, Every two years OR 12/15, Every two years <i>(Expiration is based on last digit of license)</i></p>
<p>Sidewalk Café (Enclosed) At this time, DCWP cannot process Sidewalk Café new or renewal license applications.</p>	05/15, Every two years
Sightseeing Bus	03/31, Even years
Sightseeing Guide	03/31, Even years
<p>Special Sale <i>Going Out of Business; Liquidation; Alteration / Remodeling / Renovation; Loss of Lease; Branch Store Discontinuance; Fire, Smoke, or Water Damage; Creditors' Committee Sale</i></p>	30 Days
<p>Stoop Line Stand <i>Fruits, Vegetables, and Soft Drinks OR Confectionery and Ice Cream</i></p>	03/31, Even years
Storage Warehouse	04/01, Odd years
Temporary Street Fair Vendor Permit	30 Days
Ticket Seller Business	07/31, Annually
Ticket Seller Individual	07/31, Annually
Tobacco Retail Dealer	12/31, Odd or Even years depending on filing date
Tow Truck Company	04/30, Even years
Tow Truck Driver	10/31, Even years
Tow Truck Exemption	04/30, Even years



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COVID-19 ALERT

- **Due to the expired EEO, Department of Health & Mental Hygiene (DOHMH) permits and licenses—except Mobile Food Vending—must be renewed by August 14, 2021.** This applies to DOHMH permits and licenses that had remained valid after their expiration date and did not have to be immediately renewed due to the EEO. This extension of time to renew has now ended. **DCWP cannot process DOHMH license and permit renewal applications.*** (see **Important Note** below)
- Applicants for a *new* DOHMH permit or license: See appointment details on first page of document.
- For more information, visit nyc.gov/healthpermits. The list of Licenses and Permits in this document is as of February 2018.

***Important Note**

If you hold a Mobile Food Vending Permit:

Below are renewal deadlines and where to mail renewal packages:

Type	Original Expiration Date	Deadline to Renew	Where to Mail Renewal Package
2-Year	March-December 2020	August 31, 2021	DOHMH ELP, P.O. Box 22137, New York, NY 10087-2137
	January-June 2021	October 31, 2021	DCWP Licensing Division, 42 Broadway, New York, NY 10004
	July-December 2021	December 31, 2021	DCWP Licensing Division, 42 Broadway, New York, NY 10004
Seasonal (Temporary)	October 2019 October 2020	October 31, 2021	DCWP Licensing Division, 42 Broadway, New York, NY 10004

If you hold a License/Permit other than Mobile Food Vending:

- Health encourages you to submit your renewal online at nyc.gov/healthpermits or, if applicable, by mail to the Health lockbox: DOHMH ELP, P.O. Box 22137, New York, NY 10087-2137
For Overnight/Courier Delivery, send to: J.P. Morgan Chase – Lockbox Processing, Attn: DOHMH ELP 22137, 4 Chase Metrotech Center, 7th floor East, Brooklyn, NY 11245

Acceptable payment methods: check or money order payable to NYC Department of Health and Mental Hygiene

You can submit applications for the listed DOHMH licenses/permits in person by appointment only or online at nyc.gov/healthpermits

Licenses and Permits

ANIMAL-RELATED LICENSES/PERMITS

- Guard Dog Registration
- Horse (Commercial) Stable
- Horse (Working) License
- Pet Shop
- Shelter for Homeless Animals
- Small Animal Boarding Establishment
- Small Animals Grooming Establishment (where animals not kept overnight)
- Small Animal Training Establishment

Continued >

FOOD-RELATED LICENSES/PERMITS

Food Service Establishment

- General (for-profit) establishments including:
 - Bakeries
 - Cafeterias
 - Bar or Other Beverage Only Establishment
 - Restaurants
 - Eating Establishments
 - Non-Retail Food
 - Schools (for-profit)
- General (for-profit) establishments (above) with Frozen Dessert Machine
- General (not-for-profit) establishments run by or in:
 - Elementary or secondary school run by governmental or not-for-profit fraternal, charitable or religious organizations
 - Correctional facilities
 - Day care center
 - Fraternal or charitable organization or member group food service (not-for-profit) (for example: American Legion, Phoenix House)
 - Senior Citizen Center
 - Shared Kitchen Entrepreneur (operator within permitted Shared Kitchen Facility space)
 - Soup kitchen, shelter food service, or other emergency food relief organization
 - Summer feeding program
- Frozen Dessert Manufacturer (Retail)
- Shared Kitchen Entrepreneur (business leasing space for temporary use)

Mobile Food Unit Permit

- Biennial
 - Borough-Specific (All except Manhattan)
 - Citywide
 - Citywide Reserved for Disabled Veteran/Disabled Person/Non-disabled Veteran
 - Fruit & Vegetable (Green Cart) (Borough-Specific) (All Boroughs)
 - Reserved for Specialized Disabled Veterans & Limited to Operating Around a Park
 - Restricted Area Citywide (in a Park or on private property)
- Seasonal (Citywide only)

Mobile Food Vendor License

- Biennial
- Seasonal

Non Retail Food Processing Establishment

- Mobile food depots/commissaries
- Shared Kitchen Facility (owner of space)
- Wholesale food establishments

Temporary Food Service Establishment (Street Fair/Special Event)

Note: Applications not accepted online.

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MISCELLANEOUS

Barber Shop

Child Care Center *Note: Online application only.*

Day Camp *Note: Online application only.*

Prescription Formula Preparation

Smoke-Free Air Act Exemption

- Tobacco Promotion Event
- Tobacco Bar
- Membership Association

Tanning Salon

Tattoo Artist License

- full-term (2 years)
- temporary (up to 7 days)

RADIATION EQUIPMENT

Chiropractor

Dental

Hospital

Non-Hospital

Osteopathic

Orthopedic

Podiatric

Veterinarian

Chiropractor

Indoor Tanning Salon

Linear Accelerators (LINAC)

WATER-RELATED LICENSES/PERMITS

Adding Chemicals to Water Supply

Bathing Establishment (with or without pool)

- annual
- seasonal

Bathing Private Beach

Building Water Tank Cleaning, Painting or Coating

Private Community Sewage Disposal System of 15 or more dwellings, permit to construct and maintain

Spray Ground

- annual
- seasonal

Water Potability Certificate

Well Water

- Non-Potable
- Potable