



**DEPARTMENT OF CONSUMER AFFAIRS (DCA) LICENSING CENTER**  
 42 Broadway, Lobby  
 New York, NY 10004  
 Monday-Friday: 9:00 a.m.-5:00 p.m.  
 Wednesday: 8:30 a.m.-5:00 p.m.  
 311 (212-NEW-YORK outside of NYC)  
 nyc.gov/dca | @NYCDCA

**NYC SMALL BUSINESS SUPPORT CENTER**  
 90-27 Sutphin Blvd, 4th Floor  
 Jamaica, NY 11435  
 Monday-Friday: 9:00 a.m.-5:00 p.m.

**Important Updates**

- Per Local Law 66 of 2016, DCA no longer licenses Motion Picture Projectionists.
- Due to Local Law 214 of 2017, which repealed the Cabaret Law, DCA is no longer accepting new or renewal applications for Cabaret and Catering Establishment licenses.

You can submit applications for the **Department of Consumer Affairs (DCA)** licenses listed below at the DCA Licensing Center, NYC Small Business Support Center, or online at [nyc.gov/dca](http://nyc.gov/dca)

**Note:** An even year is any year ending in an even digit; for example, 2018. An odd year is any year ending in an odd digit; for example, 2019.

Industry	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>
Booting Company	12/31, Odd years
Car Wash	10/31, Odd years
Commercial Lessor (Bingo/Games of Chance)	12/31, Annually
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
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
Home Improvement Salesperson	02/28, Odd years
Horse Drawn Cab Driver	05/31, Even years
Horse Drawn Cab Owner	03/31, Even years

<b>Industry</b>	<b>Expiration Date</b>
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
Pool or Billiard Room	08/01, Odd years
Process Server Individual	02/28, Even years
Process Serving Agency	02/28, Even years
Retail Laundry	12/31, Odd years
Scale Dealer/Repairer	02/28, Annually
Scrap Metal Processor	06/30, Annually
Secondhand Dealer Auto	07/31, Odd years
Secondhand Dealer General	07/31, Odd years
Sidewalk Café	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>
Sidewalk Café (Enclosed)	05/15, Every two years
Sightseeing Bus	03/31, Even years
Sightseeing Guide	03/31, Even years
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>	30 Days
Stoop Line Stand <i>Fruits, Vegetables, and Soft Drinks OR Confectionery and Ice Cream</i>	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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You can submit applications for the **Department of Health & Mental Hygiene (DOHMH)** licenses/permits listed below at the DCA Licensing Center, NYC Small Business Support Center, or online at [nyc.gov/health](http://nyc.gov/health).

## Licenses and Permits

### **ANIMAL-RELATED LICENSES/PERMITS**

**Guard Dog Registration**

**Horse Stables**

**Rental Horse License, (Tag)**

**Shelter for Homeless Animals**

**Small Animals, Sale of (Pet Shop)**

**Small Animals Boarding Establishment**

**Small Animals Grooming Establishment (where animals not kept overnight)**

**Small Animal Training Establishment**

### **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.*

**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