

RESOURCE LIST FOR SUMMER CAMP PERMIT APPLICANTS

Bureau of Child Care Borough Offices

For any questions, contact the office in the borough where your Summer Camp is located. Walk-in hours at all offices are Tuesday through Thursday, 9 a.m. to 4 p.m., or by appointment. For more information, you can also visit www.nyc.gov/health/camps.

Manhattan/Staten Island Office

125 Worth Street, 9th floor, Room 916, Box 40
New York, NY 10013
Tel: (646) 632-6305
Fax: (347) 396-8953

Bronx Office

1309 Fulton Avenue, 4th floor
Bronx, NY 10456
Tel: (347) 854-1971 or (347) 854-1972
Fax: (347) 396-8960

Brooklyn Office

195 Montague Street, 4th floor
Brooklyn, NY 11201
Tel: (718) 222-6390 or (718) 222-6399
Fax: (347) 396-8957

Queens Office

90-27 Parsons Boulevard, Suite 300
Jamaica, NY 11432
Tel: (718) 553-3981
Fax: (347) 396-8955

Administrative Office

125 Worth Street, Room 315
New York, NY 10013
Tel: (646) 632-6100 | Fax: (347) 396-8054

How to Search for a Certificate of Occupancy or Apply for a Letter of No Objection

To search for an existing Certificate of Occupancy, visit www.nyc.gov/buildings.

To amend or apply for a Certificate of Occupancy or Letter of No Objection, go online to

<http://www1.nyc.gov/site/buildings/about/forms.page>. You can also visit one of the following NYC Department of Buildings [borough offices](#):

Manhattan

280 Broadway, 3rd Floor
Tel: (212) 393-2614

Bronx

1932 Arthur Avenue, 5th Floor
Tel: (718) 960-4710

Staten Island

10 Richmond Terrace, Borough
Hall, 2nd Floor
Tel: (718) 420-5400

Brooklyn

210 Joralemon Street, 8th Floor
Tel: (718) 802-3675

Queens

120-55 Queens Boulevard
Kew Gardens
Tel: (718) 286-7620

How to Get an FDNY Certificate of Fitness

A valid Certificate of Fitness is required for operators to conduct summer camps in New York City. One employee at a summer camp program must hold a **Certificate of Fitness for Fire Alarm Systems and other Related Systems**, also called “S-95” as well as a **Certificate Fitness for the Fire Drill Conductor – “F-07/W-07”**. The NYC Fire Department issues Certificates of Fitness by providing written examinations to applicants. This Certificate is valid for three years, and must be renewed by the expiration date through payment of the renewal fee to the Fire Department. For more information, see the [FDNY Certificate of Fitness FAQ](#) Brochure, visit <http://www.nyc.gov/fdny> or call (718) 999-1988 or (718) 999-2504.

New York State Sex Offender Registry

Article 13-B of the Public Health Law requires children’s Summer Camp operators to determine whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services Sex Offender Registry. Operators must complete checks of the Registry prior to the day the employee or volunteer starts work at the camp. Operators must conduct these checks for all employees and volunteers each year prior to their arrival at camp. This law applies to all children’s Summer Camps (day, traveling day and overnight) and to all prospective employees and volunteers at the camps, regardless of their job title/responsibilities or employment status (full or part-time). For more information about the Division of Criminal Justice Services Sex Offender Registry, call (518) 457-3167 or visit http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm.

Health Academy

Summer Camp programs that prepare and serve food on site, must have a supervisor of food preparation and service complete the 15-hour *Food Protection Certificate* course. To register for the 15-hour course, visit <http://www1.nyc.gov/site/doh/business/health-academy/food-protection-online-free.page>. If food is catered by a permitted or licensed establishment, or if food is transported to a camp from the NYC Department of Education’s Summer Feeding Program a supervisor must have completed the 4-hour *Soup Kitchen and Summer Camp Workers* food protection course. To register for the 4-hour course, call 311.

Additional Resources

Other New York City Agencies

Call 311, or (212) NEW-YORK from outside NYC, for information about government services. You can also visit 311 online at www.nyc.gov/311.

NYC Department of Health — Office of Public Health Engineering

For information on getting pool safety approval for a camp-grounds swimming pool, call (718) 310-2850.

NYC Department of Youth & Community Development — Summer Youth Employment Program

For information on becoming a worksite for Summer Youth Workers call the Summer Youth Hotline at (800) 246-4646.

NYC Department of Education School Foods Services — Summer Feeding Program

For information on getting food through the Summer Feeding Program, call (718) 707-4380 or (718) 707-4383. You can also register by visiting www.schoolfoodnyc.org.

NYS Worker's Compensation Board

For information on getting worker’s compensation and disability insurance for paid workers, call (877) 632-4996 or visit <http://www.wcb.ny.gov/>.

Child Abuse:

As a mandated reporter, you are legally required to report suspected child abuse or maltreatment. Mandated reporters include school staff, medical professionals, child care providers, camp directors and others. See the [Mandated Reporter Summary Guide](#) (PDF) for more information.

To report suspicions of child abuse or neglect, call **(800) 635-1522** or **311**.
If a child is in immediate danger, call **911**.