



Required Documents Checklist for a New Non-Tobacco Hookah Establishment Permit

Items Needed <i>Be sure the applicant's name is the same on all documents. See "Instructions for Completing an Application" for more details. * All Department forms will be provided in your application packet.</i>	Legal Business Structure		
	Individual	Partnership	Corporation or LLC
Permit Application* <ul style="list-style-type: none"> Complete all applicable sections of General Application form & Permit-specific Supplemental Form(s) Must be signed and dated only by applicant (example: owner, officer, director, member, shareholder) 	✓	✓	✓
Permit Fee - \$25.00 <ul style="list-style-type: none"> Payable by credit card or money order or check made out to "DOHMH" Add 2.49% (non-refundable) service fee if paying by credit card. 	✓	✓	✓
Proof of Home/Business Address (Any current license listing your address - with or without a photo - issued by a Federal, State, or City agency of the U.S., including any of the following) <ul style="list-style-type: none"> Valid U.S. driver's license or non-driver ID Current lease or mortgage statement Utility bill, bank or credit card statement dated within the last 90 days Department "Affidavit of Home Address" form, completed by a person living with the applicant and a recent utility bill or lease in that person's name* 	✓ <small>(home address of individual)</small>	✓ <small>(business address of the partnership)</small>	✓ <small>(business address of the corporation/LLC)</small>
Photo Identification (Any current photo-ID issued by a Federal, State, or City agency of the U.S., including any of the following) <ul style="list-style-type: none"> U.S. Driver's license or non-driver's ID Current U.S. or foreign passport Alien Registration Card or Naturalization Certificate IDNYC: New York City Municipal ID card. (http://nyc.gov/idnyc) <i>Note:</i> Photo ID will not be accepted (even if current) if the photo does not resemble the applicant. <i>Note:</i> No other photo-ID issued by a foreign government agency is acceptable.	✓	✓ <small>(of a partner)</small>	✓ <small>(of an officer/member)</small>
Social Security Card or Individual Tax Identification Number Card (or letter) <i>Must be original card/letter. Card must not be laminated. Note: it can take 2 weeks to obtain these cards. You may obtain a replacement card at your local Social Security office (call 1-800-772-1213 for more information).</i>	✓	✓ <small>(of a partner)</small>	✓ <small>(of an officer/member)</small>
Proof of New York State Sales Tax Collecting Authority <ul style="list-style-type: none"> Valid New York State Certificate of Sales Tax Authority Card or Sales Tax Clearance Letter issued within 90 days. Obtain a Sales Tax Certificate Number (card) for the first time at https://www.tax.ny.gov/bus/ads/webdtf17.htm <i>Takes about three (3) weeks.</i>	✓	✓ <small>(of the partnership)</small>	✓ <small>(of the corporation/LLC)</small>
Workers' Compensation & Disability Insurance Coverage <ul style="list-style-type: none"> Submit both proofs of insurance coverage effective when the business begins operation, including insurer's name, policy number, and expiration date. List DOHMH as the certificate holder (not the policy holder) If such coverage is <i>NOT</i> required, submit a Certificate of Attestation of Exemption (Form CE-200) registered with the NYS Workers' Compensation Board showing the applicant's Exemption Number and the date registered. Obtain more information and this form online at: http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp 	✓	✓ <small>(of the partnership)</small>	✓ <small>(of the corporation/LLC)</small>
Business Documents <ul style="list-style-type: none"> Business Certificate (for a business owned by individual), or Partnership Certificate (for partnerships), or Certificate of Incorporation or corporate filing receipt (for corporations) 	✓	✓	✓
Certification of Annual Gross Sales <ul style="list-style-type: none"> Department form completed, signed and dated only by the applicant (example: owner, officer, director, member, shareholder) and a Certified Public Accountant* 	✓	✓	✓
Power of Attorney or Authority to Act Affidavit (if applicable) * <ul style="list-style-type: none"> If someone else will submit the application for you 	✓	✓	✓