



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

Help Center

Helpful Information for Nail Salons

Licenses: All beauty treatment specialists as well as all spas and salons must be licensed to legally operate within New York State. You must post a sign in your establishment that states that you are licensed.

- Business Licenses must be renewed online through an online account. To obtain instructions on creating this account and renewing your license, please visit <http://www.dos.ny.gov/licensing/appearance/elicenseupdate.html>. If you need to renew your NYC license, you will NOT be able to do so if you have outstanding fines to pay.

Additionally, employees must have individual licenses for their area of practice. These include things such as cosmetology, nail enhancement, or cutting hair. Information about such licenses are available at:

https://www.dos.ny.gov/licensing/nails/nails_faq.html#1.

Common Violations To Be Aware Of:

- **Failure To Post A Refund Policy** - Businesses should post their refund policy at each register, at the point of sale, or at each entrance. Even if the policy is not to give refunds, a sign must be posted stating, "No Refunds." Potential fine for non-compliance is \$50-500. The law: [Rules of the City of New York: Title 6 §5-37](#).
- **Failure To Clearly Mark Prices For Products** - Items offered for sale must have a clearly visible price. For most items, the price must be attached to the item or on a sign where the item is displayed. Potential fine for non-compliance is \$25-250. The law: [NYC Administrative Code §20-708](#).
- **Failure To Give A Receipt** - Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20. Potential fine for non-compliance is \$50-500. The law: [Rules of the City of New York: Title 6 §5-32\(c\)](#).
- **Failure To Post A Price List With The Types And Prices Of Services** - A price list with the types of services and the prices of those services must be displayed. The price list must be clearly posted or clearly displayed near the cash register and/or at the place(s) where orders are placed. If the price list states a minimum charge (e.g., "from \$...") or states a price "and up," it must state the reason for the different prices and include the range of prices. Potential fine for non-compliance is \$50-500. The law: [Rules of the City of New York: Title 6 §5-70\(a\)](#).
- **Inadequate Ventilation** - If your business was licensed before October 3, 2016, you will not need to comply with the newly enacted ventilation requirements until October 3, 2021. If your business was licensed on or after October 3, 2016, you will need to install a ventilation system that complies with the new requirements when you open your business. During an inspection you will be required to produce a signed certification from a ventilation professional showing that your business meets ventilation requirements. The certification is available at: <http://www.dos.ny.gov/licensing/appearance/ventilation%20certificate.pdf>.
- **Failure To Post Bill Of Rights** - Every nail salon in New York is required to post a manicurists' Bill of Rights in clear sight of customers and employees. The Bill of Rights is available at: <https://www.dos.ny.gov/licensing/appearance/posters/Final%20Poster%20English.pdf>.

Resources That Can Help You:

- A brief guide on opening a nail salon in NYC is available at: http://www.nyc.gov/html/nycbe/downloads/pdf/nycstarter_guide_salon.pdf.
- New York State has created an "Inspection Checklist" to help you be ready for an inspection. It is available at: <https://www.dos.ny.gov/forms/licensing/en/2031%20.pdf>.
- A flyer related to renewing your license is available at: <https://www.dos.ny.gov/licensing/pdfs/FlyerRenewal.pdf>.
- "Business Owners' How to Guide for Ventilation" is available at: https://www.dos.ny.gov/licensing/appearance/Ventilation%20How-To-Guide%20%20Final_DOS.pdf.
- New York State information for nail salon operation is available at: <https://www.ny.gov/nail-salon-safety-what-you-need-know/information-nail-salon-owners>.

For Further Assistance, Please Contact The OATH Help Center In Person At Any OATH Location, Monday To Friday, From 8am-5pm, by Telephone At (212) 436-0845, Or By Email At Smallbizhelp@oath.nyc.gov.

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