

VIOLATIONS GUIDE

Learn how to avoid common small business fines.

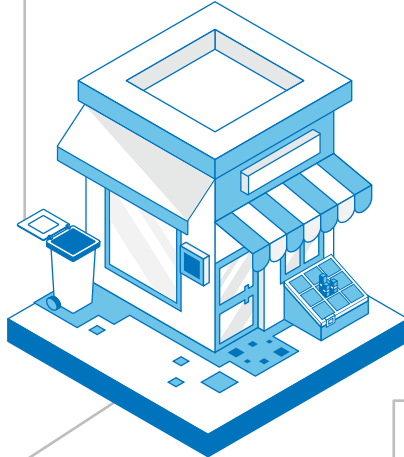


Set out waste neatly and at the right time for hauling, and post private carter decal

Avoid \$100 - \$300 fine

Post your waste hauler's decal and schedule on your window, and keep a copy of its contract on site. Set out trash (black bags or covered bins) recyclables (bundles, covered bins, or clear plastic bags) within 2 hours of a daytime pickup, or within 1 hour of your closing for nighttime pickup.

on.nyc.gov/infocollectwaste



Regularly inspect fire safety systems

Avoid \$600 - \$1,000 fine

Fire extinguishers must be annually serviced by an FDNY certified company and monthly visual checks should be performed by you. Sprinklers and standpipes require inspections and testing. For commercial kitchens, duct and hood systems must be maintained at least every 90 days by an FDNY certified company.

on.nyc.gov/infoextinguisher

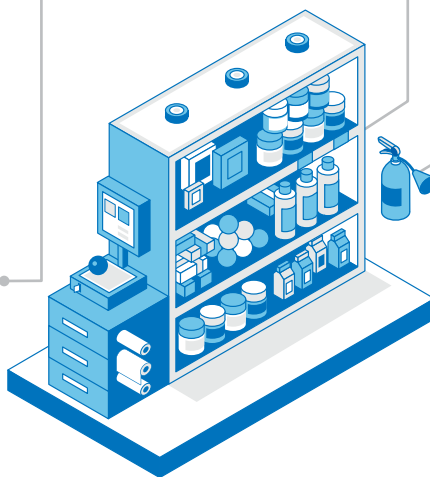


Show prices

Avoid \$25 - \$250 fine (Product) Avoid \$50 - \$500 fine (Service)

Post prices for each item you sell or service you provide.

on.nyc.gov/10things



Sweep sidewalk and gutter

Avoid \$100 - \$300 fine

Clean your sidewalk and the first 1.5 feet into the street.

on.nyc.gov/infosidewalks

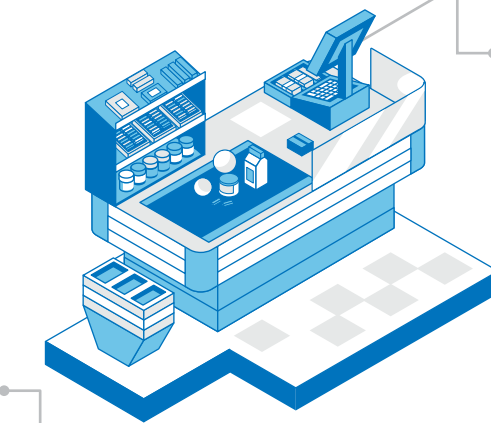


Keep sidewalks clear of items

Avoid \$100 - \$300 fine

You cannot have sidewalk signs. Some streets allow product displays within 3 feet of the building and less than 5 feet tall (check to see if your street prohibits displays). All sales must happen inside.

on.nyc.gov/infoobstructions



Show payment and refund policies

Avoid \$50 - \$500 fine

Post any limits you impose on debit or credit card use, and post your refund terms – even if your terms are that you accept no refunds at all.

on.nyc.gov/10things



Print clear receipts

Avoid \$50 - \$500 fine

Receipts must show your business name and address, items and prices, subtotal, tax, total amount paid, date of purchase, and your NYC number (if your business is a licensee).

on.nyc.gov/10things

IF YOU HEAT, SPRAY, OR EMIT

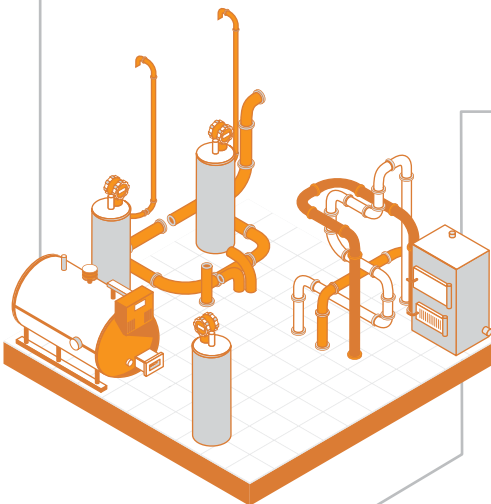


Renew Registration or Certificate to Operate

Avoid \$350 - \$875 fine

If you have a boiler or hot-water heater, or equipment like dry-cleaning machines that cause emissions, you need an up-to-date credential.

on.nyc.gov/aircodeforms



IF YOU SERVE FOOD OR DRINKS



Clean floors, walls, and ceilings

Avoid \$200 fine

Make sure you clean all floors – including under the stoves, sinks and cupboards.

on.nyc.gov/dohbluebook

IF YOU USE OR STORE CHEMICALS



Install and maintain backflow preventer

Avoid \$500 - \$1,000 fine

If you use chemicals or substances that could get into the public water supply, you need to have a licensed contractor install and annually test all backflow preventers at your water service lines. Many kitchens, doctors' offices, and manufacturers must have them.

on.nyc.gov/videobackflow



Remove pests and pest-friendly conditions

Avoid \$200 - \$350 fine

Repair holes in walls or ductwork, and keep trash cans covered.

on.nyc.gov/dohbluebook

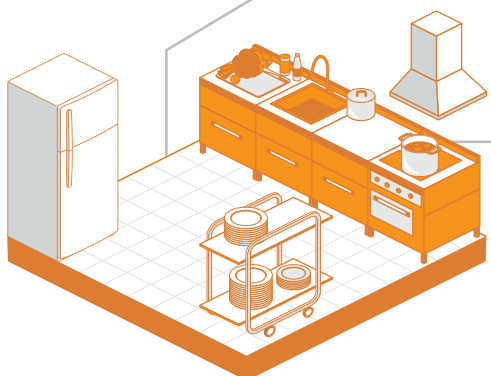


Renew your Certificate of Fitness

Avoid \$750 - \$1,000 fine

To store or handle hazardous materials, you need an up-to-date certificate of fitness and your business needs a permit from FDNY.

on.nyc.gov/infocof



Keep prepared food at the correct temperature or for a limited time before serving

Avoid \$250 - \$600 fine

Watch a 2.5 min video to learn how to monitor and label prepared food to hold it safely.

on.nyc.gov/videofoodtemp

Received a violation?

You may be able to correct the problem without being fined. You can also appeal or pay.

on.nyc.gov/infoecbviolations

What about other rules?

Take 10 minutes to tell us about your business and get a custom list of laws that matter to you.

on.nyc.gov/wizard

Call 311 or visit

on.nyc.gov/bizconsult

to schedule a FREE on-site compliance consultation.

on.nyc.gov/topviolations