



DEPARTMENT OF CONSUMER AND
WORKER PROTECTION (DCWP)
LICENSING CENTER
42 Broadway, Lobby
New York, NY 10004

NYC SMALL BUSINESS
SUPPORT CENTER
90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

By Appointment Only Hours:

Monday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

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COVID-19 ALERT

For health and safety reasons, the DCWP Licensing Center and NYC Small Business Support Center cannot serve walk-ins, but you can schedule an appointment.

- **Email:** LicensingAppointments@dcwp.nyc.gov
- **By Phone*:** Call (212) 436-0441. (Monday-Friday, 8 a.m. - 4 p.m.)
*This number is to schedule an appointment to conduct an in-person business transaction only. For general questions, email onlineappsdocs@dcwp.nyc.gov.

Note:

- At this time, DCWP cannot process Sidewalk Café license applications.
- As in-person service is limited, we encourage you to use our online service which is available 24/7 at nyc.gov/BusinessToolbox

Business Types Licensed by Consumer and Worker Protection

You can submit applications for DCWP licenses in person by appointment only, by mail, or online at nyc.gov/BusinessToolbox

Note: An even year is any year ending in an even digit; for example, 2022. An odd year is any year ending in an odd digit; for example, 2023.

Industry	License Expiration Date
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
Construction Labor Provider	07/31, Even Years
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>
Garage	03/31, Odd years
Garage & Parking Lot	03/31, Odd years
General Vendor	09/30, Odd years
General Vendor Distributor	03/31, Even years

Industry	License Expiration Date
Home Improvement Contractor	02/28, Odd years
Horse Drawn Cab Driver	05/31, Even years
Horse Drawn Cab Owner	03/31, Even years
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
Process Server Individual	02/28, Even years
Process Serving Agency	02/28, Even 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 At this time, DCWP cannot process Sidewalk Café new or renewal license applications. Important: Restaurants that offer outdoor dining must have permission from the City's Open Restaurants or Open Streets: Restaurants programs to operate. Visit nyc.gov/openrestaurants or nyc.gov/openstreets	04/15, Every two years OR 09/15, Every two years OR 12/15, Every two years (Expiration is based on last digit of license)
Sidewalk Café (Enclosed) At this time, DCWP cannot process Sidewalk Café new or renewal license applications.	05/15, Every two years
Sightseeing Bus	03/31, Even years
Sightseeing Guide	03/31, Even years
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	Maximum of 11 months
Third-Party Food Delivery Service	08/31, Odd years
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

Local Laws Repealing Licensing Requirement

- Per Local Law 80 of 2021, DCWP no longer licenses Special Sale; Retail Laundries; Gaming Cafés; Amusement Arcades; Permanent, Portable, and Temporary Amusement Devices; Auction Houses; and Auctioneers.
- Per Local Law 80 of 2020, DCWP no longer licenses Pool or Billiard Rooms.
- Per Local Law 31 of 2020, DCWP no longer licenses Home Improvement Salespersons.
- Per Local Law 214 of 2017, DCWP no longer licenses Cabarets and Catering Establishments.
- Per Local Law 66 of 2016, DCWP no longer licenses Motion Picture Projectionists.



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You can submit applications for the listed Department of Health & Mental Hygiene (DOHMH) licenses/permits in person by appointment only or online at nyc.gov/healthpermits

Licenses and Permits

ANIMAL-RELATED LICENSES/PERMITS

Guard Dog Registration

Horse (Commercial) Stable

Horse (Working) License

Pet Shop

Shelter for Homeless Animals

Small Animal 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)

Mobile Food Unit Permit

- 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)

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