



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

By Appointment Only Hours:

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

**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.

IN-PERSON SERVICE BY APPOINTMENT ONLY

You must schedule an appointment to submit your license application in person at the DCWP Licensing Center and NYC Small Business Support Center. See **Application Filing Process** section.

Note: As in-person service is limited, we encourage you to use our online service which is available 24/7 at nyc.gov/BusinessToolbox.

Electronics Store License Application Checklist

Who Must Have an Electronics Store License?

A business must have an Electronics Store license if it sells electronic goods, such as:

- Cell phones
- Tablets
- Audio equipment
- Video equipment
- Photographic equipment
- Computers or computer equipment
- Calculators

A license is NOT required if:

1. The area used to display electronic goods is less than 20 percent of the total display space, as measured by linear feet and not square feet. OR
2. Fewer than 30 electronic goods are on display.

This description is only a general explanation of who must have an Electronics Store license.

Quick List of Requirements to Apply for an Electronics Store License

See *Requirements* section for detailed descriptions. Make sure you provide all requirements; otherwise, your application is incomplete. DCWP can only consider complete applications for license issuance.

- Basic License Application
- Sales Tax Identification Number OR Application Confirmation Number
- Granting Authority to Act Affirmation (*if applicable*)
- License Fee

Submitting your application does not mean your license is automatically approved.

Additional City or State Permits/Licenses/Clearances You May Need

If you or your business plan to engage in the repair or servicing of electronic equipment and/or home appliances, you must also obtain an *Electronic & Home Appliance Service Dealer* license.

If you or your business will buy or sell secondhand articles, you must also obtain a *Secondhand Dealer General* license.

This is not meant to be a complete list. See Additional Resources section.

Application Filing Process



Go to www.nyc.gov/BusinessToolbox to submit your application online.

OR



Schedule an appointment to file in person at the DCWP Licensing Center or NYC Small Business Support Center (addresses on page 1).

By 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 for in-person service only. For general questions, email onlineappsdocs@dcwp.nyc.gov.

Free Interpretation Services are available on-site. To request a disability-related accommodation, please email DCWP's Americans with Disabilities Act (ADA) Coordinator at DCWPADACoordinator@dcwp.nyc.gov or visit nyc.gov/dcwp and search "accommodations."

Important Message about Business Certificate

You must have the applicable Business Certificate based on your business's legal structure. Although DCWP does not require submission of your Business Certificate in order to process your application, DCWP may request this document under section 20-104 of the New York City Administrative Code.

Sole proprietors operating under a name other than your own must have a Business/Assumed Name Certificate.

Partnerships must have a Partnership Certificate and, if applicable, an Assumed Name Certificate for your business.

Corporations, Limited Partnerships, Limited Liability Companies, or Limited Liability Partnerships must register and remain active with the New York State Division of Corporations. You can check your status at www.dos.ny.gov/corps.

Requirements

DCWP will deny your application if you do not submit these required documents and information:

- **Basic License Application** (attached).
- **Sales Tax Identification Number OR Application Confirmation Number.**
To apply for a Certificate of Authority in order to collect sales tax, visit www.businessexpress.ny.gov.
- **Granting Authority to Act Affirmation** (attached).
Required if someone other than the license applicant will prepare and submit this application.

Note: The applicant must sign the license application and all related forms.

- **License Fee.**
See next page.

License Period: 2 years	Expiration Date: December 31 Even Years	License Fee:	
If You File Your Application Between These Dates:		Option 1	Option 2
From January 1 in an odd year to June 30 in an odd year		Pay \$340 for a license expiring December 31 of the next even year. <i>(Valid for at most 24 months.)</i>	
From July 1 in an odd year to December 31 in an odd year		Pay \$255 for a license expiring December 31 of the next even year. <i>(Valid for at most 18 months.)</i>	
From January 1 in an even year to June 30 in an even year		Pay \$170 for a license expiring December 31 of the same even year. <i>(Valid for at most 12 months.)</i>	
From July 1 in an even year to December 31 in an even year		Pay \$85 for a license expiring December 31 of the same even year. <i>(Valid for at most 6 months.)</i>	Pay \$425 for a license expiring December 31 of the next even year. <i>(Valid for at most 30 months.)</i>

Pay by:

- Check or money order payable to DCWP. *(In person)*
- Credit card (Visa, MasterCard, American Express, Discover Card only).
You will be charged a nonrefundable Convenience Fee. *(In person or online)*

Additional Resources for Electronics Stores

- For the laws and rules that may affect your business, visit nyc.gov/BusinessToolbox.
- For **Inspection Checklist: Electronics Stores**, visit nyc.gov/BusinessToolbox.
- For resources to help your business open, operate, and grow, visit nyc.gov/business.