



**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:**

Tuesday, Thursday: 8 a.m. – 4 p.m.  
Last appointment: 3:30 p.m.

### 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 to submit your license application in person. 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](https://nyc.gov/BusinessToolbox).

## License Application Checklist: Industrial Laundry

### Who Must Have an Industrial Laundry License?

A business must have an Industrial Laundry license if it:

- Provides laundry services to commercial clients, including hotels, hospitals, restaurants, gyms, and retail laundries. OR
- Maintains or operates a laundry services facility in connection with any commercial institution, including a hotel, restaurant, or gym.

“Laundry services” means washing, drying, starching, or ironing laundry for a fee. “Laundry services” does not include dry cleaning.

The following do NOT need an Industrial Laundry license:

- Laundry facilities of any hospital AND
- Laundry facilities of any residence intended for use exclusively by the owners, tenants, or occupants of the residence

This description is only a general explanation of who must have an Industrial Laundry license.

See next page for Quick List of Requirements to Apply for an Industrial Laundry License.

## Quick List of Requirements to Apply for an Industrial Laundry 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
- Industrial Laundry Self-Certification (*to be completed by Owner*)
- Sales Tax Identification Number OR Application Confirmation Number
- Copy of Surety Bond (or Third Party Bond), properly signed
- Workers' Compensation Insurance
- Disability Benefits Insurance
- Commercial General Liability Insurance
- Additional Insured Endorsement
- Notarized Certification by Broker or Agent
- Granting Authority to Act Affirmation (*if applicable*)
- License Fee

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

## Application Filing Process



Go to [www.nyc.gov/BusinessToolbox](http://www.nyc.gov/BusinessToolbox) to submit your application online using a laptop or desktop computer only.

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@dca.nyc.gov](mailto:LicensingAppointments@dca.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@dca.nyc.gov](mailto:onlineappsdocs@dca.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 [humancapital@dca.nyc.gov](mailto:humancapital@dca.nyc.gov) or visit [nyc.gov/dcwp](http://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](http://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).
- **Industrial Laundry Self-Certification** (attached).  
The owner (e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock) must complete the Self-Certification. Reminder: If your business will engage in Industrial Laundry Delivery services, you must complete the Vehicle and Delivery Information section of the Self-Certification.
- **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](http://www.businessexpress.ny.gov).
- **Copy of your Surety Bond (or Third Party Bond), properly signed.**  
The bond must:
  - Name the City of New York as the Obligee. AND
  - Include the same corporate name, Doing-Business-As (DBA) name (if any), and premises address as your license application. AND
  - Cover the licensing period.
  - Be in the below amount, which depends on the number of employees your business has.
    - 0 to 25 employees: \$500
    - 26 to 50 employees: \$1,500
    - 51 to 75 employees: \$2,500
    - 76 to 125 employees: \$3,000
    - 126 or more employees: \$5,000

A list of bonding companies is available at [nyc.gov/dcwp](http://nyc.gov/dcwp). Search “bonding companies.” The list on the DCWP website is not exhaustive, and DCWP does not endorse or recommend any particular bonding company.

- **Workers’ Compensation Insurance<sup>†</sup>.**

Provide a copy of ONE of the following documents as proof of workers’ compensation insurance:

- C-105.2 – Certificate of Workers’ Compensation Insurance OR
- U-26.3 – State Insurance Fund Certificate of Workers’ Compensation Insurance OR
- SI-12 – Certificate of Workers’ Compensation Self-Insurance OR  
GSI-105.2 – Certificate of Participation in New York State Workers’ Compensation Group Self-Insurance OR
- Equivalent or successor form used by the New York State Workers’ Compensation Board

If you are not required by law to maintain workers’ compensation insurance, you must submit form CE-200 – Certificate of Attestation of Exemption.

- **Disability Benefits Insurance<sup>†</sup>.**

Provide a copy of ONE of the following documents as proof of disability benefits insurance:

- DB-120.1 – Certificate of Insurance Coverage under the NYS Disability Benefits Law OR
- Equivalent or successor form used by the New York State Workers’ Compensation Board

If you are not required by law to maintain disability benefits insurance, you must submit form CE-200 – Certificate of Attestation of Exemption.

- **Commercial General Liability Insurance<sup>†</sup>.**

Note:

- Your Certificate of Insurance must name the City of New York as the certificate holder.
- Your Certificate of Insurance must be executed by a broker and list the National Association of Insurance Commissioners (NAIC) Number.
- Your business name and address must be exactly the same on all documents.
- The City of New York must be included as “Additional Insured” in the description box.
- Insurance must have A.M. Best ([www.ambest.com](http://www.ambest.com)) rating greater than A- / “VII” or a Standard & Poor’s rating of at least A.
- The policy must provide coverage that is at least as broad as the most recently issued edition of Insurance Services (ISO) Form CG 0001, must be “occurrence” based, and have the following minimum amounts:
  - \$1,000,000 per occurrence
  - \$2,000,000 aggregate

- **Additional Insured Endorsement<sup>†</sup>.**

Note:

- DCWP accepts the following Additional Insured Endorsements:
  - ISO Form CG 20 26
  - ISO Form CG 20 12
  - An endorsement that provides coverage at least as broad as the most recent edition ISO Form CG 20 26 or CG 20 12
- If you are providing a Scheduled Additional Insured Endorsement that lists the additional insured name (i.e., ISO Forms CG 20 26 or CG 20 12), the endorsement must include either of the following phrases:
  - “The City of New York including its officials and employees.” OR
  - “The City of New York together with its officials and employees.”
- If you are providing a Blanket Additional Insured Endorsement or an Automatic Additional Insured Endorsement, confirm that the coverage is at least as broad as the most recent edition of ISO Forms CG 20 26 or CG 20 12 before you submit the form.

**†Important:** You must notify DCWP within 14 days if your insurance policy is cancelled, expired, or was terminated for any reason. Notification must be in writing and submitted in person OR by mail to the DCWP Licensing Center or NYC Small Business Support Center (addresses on page 1).

- **Notarized Certification by Broker or Agent** (attached).  
Your insurance broker or agent must complete the Certification.
- **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.

<b>Industrial Laundry License</b>								
<b>License Term:</b>		2 years						
<b>License Expiration Date:</b>		December 31, Odd years						
<b>If You File Your Application Between These Dates:</b>	<b>Your License Fee is (determined by # of employees):</b>							
	<b>0-5 A</b>	<b>6-10 B</b>	<b>11-25 C</b>	<b>26-50 D</b>	<b>51-75 E</b>	<b>76-100 F</b>	<b>101-125 G</b>	<b>126+ H</b>
From January 1 in an even year to June 30 in an even year	\$340	\$490	\$740	\$1,240	\$1,740	\$1,990	\$2,240	\$2,740
From July 1 in an even year to December 31 in an even year	\$255	\$368	\$555	\$930	\$1,305	\$1,493	\$1,680	\$2,055
From January 1 in an odd year to June 30 in an odd year	\$170	\$245	\$370	\$620	\$870	\$995	\$1,120	\$1,370
From July 1 in an odd year to December 31 in an odd year	\$85 OR *\$425	\$122 OR *\$612	\$185 OR *\$925	\$310 OR *\$1,550	\$435 OR *\$2,175	\$497 OR *\$2,487	\$560 OR *\$2,800	\$685 OR *\$3,425

\*If you are applying within six months of the license expiration date, you can pay the prorated fee for the remaining license term plus the full fee to renew the license for the next term. If you pay both fees, you will not need to renew the license until the end of the next license period.

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 Industrial Laundries

- For the laws and rules that may affect your business, visit [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).
- For **Inspection Checklist: Laundry Services**, visit [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).
- For resources to help your business open, operate, and grow, visit [nyc.gov/business](https://nyc.gov/business).