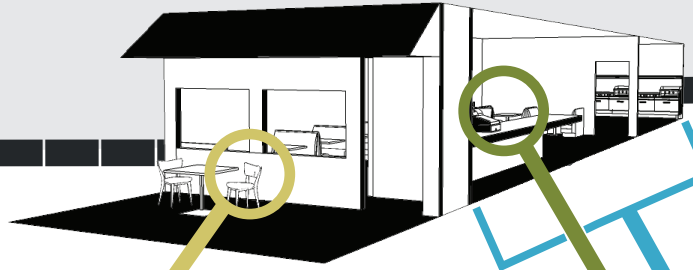


# NYC Checklist for REQUIRED SIGNS for RESTAURANTS & BARS



Use this checklist to help you post required signs and avoid fines.  
Learn more at [nyc.gov/businessexpress](https://nyc.gov/businessexpress).



## OUTSIDE

### For All

- ❑ **Letter Grade** | NYC Department of Health  
Get from inspector | Learn more at [on.nyc.gov/infolettergrades](https://on.nyc.gov/infolettergrades)
  - In view of potential customers outside your establishment.  
(Up to 5' to one side of the door, 4' to 6' above the ground.)

### For Seating on Public Sidewalks

- ❑ **Sidewalk Café License** | NYC Department of Consumer Affairs  
Apply at [on.nyc.gov/sidewalkcafe](https://on.nyc.gov/sidewalkcafe)
  - Inside window facing out.

### For Seating on Public Sidewalks (continued)

- ❑ **Sidewalk Café License Complaints** | NYC Dept. Consumer Affairs  
Get online at [on.nyc.gov/signcomplaints](https://on.nyc.gov/signcomplaints)
  - Inside window facing out.
- ❑ **Sidewalk Café Smoking Section** | NYC Department of Health  
Buy or make | Learn more at [on.nyc.gov/signoutsidesmoking](https://on.nyc.gov/signoutsidesmoking)
  - Designate a section only as you wish and law allows.



## CUSTOMER AREA

### For All

- ❑ **Certificate of Occupancy** | NYC Department of Buildings  
Get from Dept. | Learn more at [on.nyc.gov/infoCO](https://on.nyc.gov/infoCO)
  - Or else post Temporary Certificate or Letter of No Objection.
  - Not needed in your restaurant if posted elsewhere in building.
- ❑ **Food Service Establishment Permit** | NYC Department of Health  
Apply at [on.nyc.gov/fsep](https://on.nyc.gov/fsep)
- ❑ **Choking First Aid** | NYC Department of Health  
Get online at [on.nyc.gov/signfse](https://on.nyc.gov/signfse)
  - In language(s) of workers and customers.
- ❑ **CPR Kit and Information** | NYC Department of Health  
Buy with kit | Learn more at [on.nyc.gov/infocpr](https://on.nyc.gov/infocpr)
  - Include 911, your kit's location, and where to learn CPR.
- ❑ **Sales Tax Certificate of Authority** | NY State Dept. Taxation  
Apply at [on.nyc.gov/taxid](https://on.nyc.gov/taxid)

### For Selling with Tax Included

- ❑ **Sales Tax Included** | NY State Department of Taxation and Finance  
Buy or Make | Learn more at [bit.ly/infotaxincluded](https://bit.ly/infotaxincluded)
  - Required, for example, to sell bar drinks at a flat price.

### For Seating 75+ Customers Indoors or 200+ Outdoors

- ❑ **Place of Assembly Certificate of Operation and Permit**  
| NYC Departments of Building, Fire  
Apply at [on.nyc.gov/infoPofA](https://on.nyc.gov/infoPofA)
- ❑ **Maximum Occupancy for Place of Assembly** | NYC Dept. Buildings  
Buy or make | Learn more at [on.nyc.gov/infomaxoccupancy](https://on.nyc.gov/infomaxoccupancy)

### For Selling Alcohol

- ❑ **Liquor License** | NY State Liquor Authority  
Apply at [on.nyc.gov/alcohol](https://on.nyc.gov/alcohol)
- ❑ **Warning for Pregnant Women** | NYC Department of Health  
Get online at [on.nyc.gov/signfse](https://on.nyc.gov/signfse)
- ❑ **No Liquor Sold to Minors or Intoxicated Adults** | NY State Liquor Auth.  
Buy or make | Learn more at [on.nyc.gov/infodrinkminors](https://on.nyc.gov/infodrinkminors)

### For Delivering by Bicycle

- ❑ **Bicycle Delivery Safety** | NYC Department of Transportation  
Get online at [on.nyc.gov/signbicycle](https://on.nyc.gov/signbicycle)
  - In language(s) of workers and customers.

### For Owning or Franchising 15 or More Locations

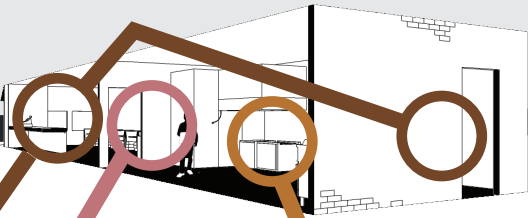
- ❑ **Calorie Counts for Menu Items** | NYC Department of Health  
Buy or make | Learn more at [on.nyc.gov/infocalorie](https://on.nyc.gov/infocalorie)



## THROUGHOUT

### For All

- ❑ **No Smoking** | NYC Department of Health  
Get online at [on.nyc.gov/signnosmoking](https://on.nyc.gov/signnosmoking)
  - In every room and stairwell.
- ❑ **Must Wash Hands** | NYC Department of Health  
Buy or make | Learn more at [on.nyc.gov/infohandwash](https://on.nyc.gov/infohandwash)
  - Above all hand sinks, not above food or ware sinks.
  - In language(s) of workers and customers.
- ❑ **Exit and Direction to Exit** | NYC Building Code  
Installed by contractor | Learn more at [bit.ly/infoexitsigns](https://bit.ly/infoexitsigns)
- ❑ **Fire Extinguisher Inspection Tags** | NYC Department of Fire  
Get from contractor | Learn more at [on.nyc.gov/infoextinguisher](https://on.nyc.gov/infoextinguisher)
  - On each unit showing date of last annual inspection.



## KITCHEN

### For All

- ❑ **Food Allergies** | NYC Department of Health  
Get online at [on.nyc.gov/signfse](https://on.nyc.gov/signfse)
  - In view of and in language(s) of all workers.

- ❑ **Fire Alarm Test Record** | NYC Department of Fire  
Get from Dept. | Learn more at [on.nyc.gov/infofiresystems](https://on.nyc.gov/infofiresystems)

### For Large Refrigerators, Boilers, and HVAC units

- ❑ **Equipment Use Permits** | NYC Depts. Buildings, Fire  
Apply online at [on.nyc.gov/equipmentuse](https://on.nyc.gov/equipmentuse)
  - On each system and updated with inspection records.

### For Range Hoods

- ❑ **Schematic of Hood and Ducts** | NYC Department of Fire  
Get from contractor | Learn more at [on.nyc.gov/inforangehood](https://on.nyc.gov/inforangehood)
- ❑ **How to Clean Hoods and Ducts** | NYC Department of Fire  
Get from contractor | Learn more at [on.nyc.gov/inforangehood](https://on.nyc.gov/inforangehood)
- ❑ **Record of Cleaning Hoods and Ducts** | NYC Department of Fire  
Get from contractor | Learn more at [on.nyc.gov/inforangehood](https://on.nyc.gov/inforangehood)
  - On each system and updated every three months.
- ❑ **Record of Inspecting Hood and Duct** | NYC Department of Fire  
Get from contractor | Learn more at [on.nyc.gov/inforangehood](https://on.nyc.gov/inforangehood)
  - On each system and updated every six months.



## WORKER AREA

### For All

- ❑ **Minimum Wage** | NY State Department of Labor  
Get online at [bit.ly/signNYlabor](https://bit.ly/signNYlabor)
- ❑ **Fair Labor Standards Act** | US Department of Labor  
Get online at [bit.ly/signfairlabor](https://bit.ly/signfairlabor)
- ❑ **Benefits and Hours** | NY State Department of Labor  
Buy or Make | Learn more at [bit.ly/infobenefitsign](https://bit.ly/infobenefitsign)
- ❑ **Wage Deductions** | NY State Department of Labor  
Get online at [bit.ly/signNYlabor](https://bit.ly/signNYlabor)
- ❑ **Tips and Taxation** | NY State Department of Labor  
Get online at [bit.ly/signNYlabor](https://bit.ly/signNYlabor)
- ❑ **Unemployment Insurance** | NY State Department of Labor  
Get from insurer | Learn more at [bit.ly/signNYlabor](https://bit.ly/signNYlabor)
- ❑ **Workers' Compensation** | NY State Department of Labor  
Get from insurer | Learn more at [bit.ly/signNYlabor](https://bit.ly/signNYlabor)
- ❑ **Occupational Safety** | US Department of Labor  
Get online at [bit.ly/signOSHA](https://bit.ly/signOSHA)
- ❑ **Right to Know Workplace Hazards** | NY State Dept. Labor  
Get online at [bit.ly/signrighttoknow](https://bit.ly/signrighttoknow)
- ❑ **Equal Opportunity** | US Department of Labor  
Get online at [bit.ly/signequalopp](https://bit.ly/signequalopp)
- ❑ **Anti-Discrimination** | NY State Department of Labor  
Get online at [bit.ly/signNYlabor](https://bit.ly/signNYlabor)
- ❑ **Employment of Ex-Criminals** | NY State (Law 23-A)  
Get online at [bit.ly/signNYlabor](https://bit.ly/signNYlabor)
- ❑ **Veterans Benefits** | US Department of Labor  
Get online at [bit.ly/signveterans](https://bit.ly/signveterans)
- ❑ **Disability Benefits** | US Department of Labor  
Get online at [bit.ly/signdisability](https://bit.ly/signdisability)
- ❑ **Polygraph Protection Act Notice** | US Department of Labor  
Get online at [bit.ly/signpolygraph](https://bit.ly/signpolygraph)
- ❑ **Employee Voting Leave** | NY State Board of Elections  
Get online at [bit.ly/signemployeevoting](https://bit.ly/signemployeevoting)

### For Employing Minors

- ❑ **Permitted Working Hours for Minors** | NY State Dept. Labor  
Buy or make | Learn more at [bit.ly/infohireminors](https://bit.ly/infohireminors)
  - Create for each employed minor.

### For Employing More than 50 People

- ❑ **Family Medical Leave Act** | US Department of Labor  
Get online at [bit.ly/signfamilyleave](https://bit.ly/signfamilyleave)



## WASTE AREAS

### For All

- ❑ **Recycling Instructions** | NYC Department of Sanitation  
Get online at [on.nyc.gov/signrecycling](https://on.nyc.gov/signrecycling)
- ❑ **Waste Hauler Schedule and Information** | NYC Business Integrity Commission  
Get from waste contractor | Learn more at [on.nyc.gov/wasterecycling](https://on.nyc.gov/wasterecycling)

More signs may be needed for your business. Visit us online to learn more. Created jointly by:

**NYC**  
nyc.gov/businessexpress

**NYC** | HOSPITALITY  
ALLIANCE

thenycalliance.org

Give feedback:  
[on.nyc.gov/checklistsurvey2](https://on.nyc.gov/checklistsurvey2)