

# Inspection Checklist: Newsstands

Do you operate a newsstand (a permanent stand or booth used to sell newspapers and magazines) on the public sidewalk?

Note: This does not apply to newsstands that are in a building, subway station, or have a Parks Department concession.

**About JCDecaux:**

JCDecaux is the company that the City has contracted with to install and maintain street furniture, including newsstands.

Use this checklist to learn what our inspectors look for and help avoid violations. For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.

<b>KEY</b>
<b>NYC Code:</b> NYC Administrative Code
<b>RCNY:</b> Rules of the City of New York
<b>§:</b> Section

Requirement		Do you meet this requirement?
<b>License</b>		
1	You must have a valid DCWP <a href="#">Newsstand</a> license. <b>Tip:</b> No one can have a license for more than two newsstands at one time.	<input type="checkbox"/> Yes
	<b>NYC Code §20-229</b>	
2	A newsstand cannot be left unused for two consecutive months or more.	<input type="checkbox"/> Yes
	<b>NYC Code §20-232</b>	
3	DCWP’s combined license and complaint sign must be posted where all customers can see it.	<input type="checkbox"/> Yes
	<b>6 RCNY §1-03(a)</b>	
<b>Signage</b>		
4	A refund policy must be posted where all customers can see it. <b>Tip:</b> Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”	<input type="checkbox"/> Yes
	<b>6 RCNY §5-37</b>	
<b>Items You Can/Cannot Sell</b>		
5	A newsstand must sell newspapers, magazines, or periodicals.	<input type="checkbox"/> Yes
	<b>NYC Code §20-232</b>	
6	Items sold at a newsstand, except prepaid phone cards, transit cards, lottery tickets, or tobacco products, cannot cost \$10 or more (not including tax).	<input type="checkbox"/> Yes
	<b>NYC Code §20-231(b)</b>	
7	A newsstand may not sell apparel (including hats and scarves), jewelry, hair accessories, or handbags.	<input type="checkbox"/> Yes
	<b>NYC Code §20-231(b)</b>	
8	A newsstand cannot sell food unless it is prepackaged.	<input type="checkbox"/> Yes
	<b>NYC Code §20-231(b)</b>	

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Requirement		Do you meet this requirement?
9	A newsstand cannot sell expired over-the-counter medication.	<input type="checkbox"/> Yes
	<b>NYC Code §20-822(a)</b>	
<b>Product Display</b>		
10	A newsstand cannot sell or display merchandise on public space around the newsstand. <b>Tip:</b> Items for sale on racks, shelves, tables, doors, boxes, crates, etc. cannot be on the sidewalk.	<input type="checkbox"/> Yes
	<b>6 RCNY §2-161(g)(2)(iv)</b>	
11	Nothing can be attached to or hung from the exterior, rear, or roof of the newsstand (other than JCDecaux advertising).	<input type="checkbox"/> Yes
	<b>6 RCNY §2-66(a)</b>	
<b>Other</b>		
12	All sales must take place at the front of the newsstand.	<input type="checkbox"/> Yes
	<b>6 RCNY §2-66(a)</b>	
13	Only authorized advertising from JCDecaux can be on the outside of the newsstand and the advertising cannot be covered.	<input type="checkbox"/> Yes
	<b>6 RCNY §2-66(b)</b>	
14	A newsstand cannot share electricity with anyone else.	<input type="checkbox"/> Yes
	<b>6 RCNY §2-66(c)</b>	
15	The newsstand structure cannot be changed in any way, except by JCDecaux.	<input type="checkbox"/> Yes
	<b>6 RCNY §2-66(d)</b>	
<b>Tobacco Sales</b>		
16	If you sell cigarettes from your newsstand, you must also have a valid DCWP <a href="#">Tobacco Retail Dealer</a> license.	<input type="checkbox"/> Yes
	<b>NYC Code §20-202(a)(1)</b>	

For more information: **Visit** [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox) | **Contact 311** (212) NEW-YORK (Outside NYC)

*This document is provided for informational purposes only, is not exhaustive, and does not constitute legal advice. New York City businesses must comply with all relevant federal, State, and City laws and rules. Businesses are responsible for knowing and complying with current regulations that affect their business.*