

Inspection Checklist: Pedicab Businesses and Drivers

*Does your business own pedicabs?
Do you drive a pedicab?*

Use this checklist to learn what our inspectors look for and help avoid violations. All businesses also must comply with the General Retail Inspection Checklist, which is included at the end for easy reference.

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.

KEY
NYC Code: NYC Administrative Code
RCNY: Rules of the City of New York
§: Section
§§: Sections

Requirement	Do you meet this requirement?
Licenses	
1 Pedicabs must have a current registration plate (sticker). NYC Code §20-255(a)	<input type="checkbox"/> Yes
2 Pedicab drivers must have a valid DCWP Pedicab Driver license . NYC Code §20-257(a)	<input type="checkbox"/> Yes
3 While operating a pedicab, pedicab drivers are required to wear their DCWP Pedicab Driver license so it is visible to passengers and enforcement officers (e.g., Police officers, Parks Department officers, and DCWP inspectors). NYC Code §20-258(b)	<input type="checkbox"/> Yes
4 Pedicab drivers must have a valid motor vehicle driver's license. NYC Code §20-259(b)(7)	<input type="checkbox"/> Yes
Pedicab and Equipment	
5 A valid Pedicab Identifying Number (PID) must be permanently marked on the pedicab's unibody frame. The PID should match the PID listed on the Roster of Pedicabs submitted to DCWP. 6 RCNY §2-415(c)	<input type="checkbox"/> Yes
6 Pedicabs are not electrically powered or use motor-operated mechanisms. NYC Code §19-171.1(b)	<input type="checkbox"/> Yes
7 Pedicabs must have three (3) or more wheels. NYC Code §§20-254(a)(1), 20-254(c)	<input type="checkbox"/> Yes
8 Pedicabs have a unibody frame for the entire vehicle that is a maximum width of 55 inches and a maximum length of 10 feet. NYC Code §§20-254(b), 20-254(c)	<input type="checkbox"/> Yes


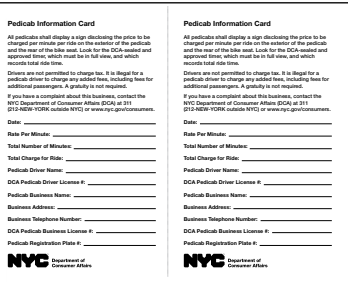
Inspection Checklist: Pedicab Businesses and Drivers

Requirement		Do you meet this requirement?
9	Pedicabs must have each of the following: <ul style="list-style-type: none"> • One seatbelt for all passengers or individual seatbelts for each passenger • Reflectors on the spokes of every wheel and on the wheel covers, if used • Operational battery-powered headlights, battery-powered taillights, and turn lights • An audible signaling device such as a horn or a bell • An operational hydraulic, mechanical disc, or drum brake system • An operational secondary or emergency brake system 	<input type="checkbox"/> Yes
NYC Code §20-254		
10	The pedicab must have a timer with an inspection seal, and the timer must be visible to all passengers during the ride. <p style="text-align: center;">Tip: You cannot use a cell phone as a timer.</p>	<input type="checkbox"/> Yes
NYC Code §20-254		
Rates		
11	The rates for rides can be per minute per ride only.	<input type="checkbox"/> Yes
NYC Code §20-260(a)		
12	Pedicab drivers can start the timer only after passengers are seated in the pedicab and the ride starts, and they can stop the timer when the ride has reached its destination and the pedicab is fully stopped.	<input type="checkbox"/> Yes
NYC Code §20-260(a)		
13	Pedicab drivers cannot charge passengers: <ul style="list-style-type: none"> • Taxes • Additional fees • Additional fees for additional passengers • More than the rates posted on the pedicab • Different rates per minute 	<input type="checkbox"/> Yes
NYC Code §20-260(a)(1), (a)(2), (b)		

Inspection Checklist: Pedicab Businesses and Drivers

Requirement	Do you meet this requirement?
Rate Signs	
<p>14 Rate signs must be clearly posted on both sides of the exterior of the pedicab so passengers can see the signs before entering the pedicab. The sign must:</p> <ul style="list-style-type: none"> • State the dollar amount charged per minute per ride in letters and numbers at least 2 inches high in bold type • State in letters and numbers at least ½ inch high in bold type: <ul style="list-style-type: none"> • No additional fees may be charged • Driver must give passengers a Pedicab Information Card • Be laminated or protected by clear plastic so they are weatherproof <p>Tip: Download the editable template (shown below) from nyc.gov/BusinessToolbox.</p> <div data-bbox="235 821 652 1079" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>____ PER MINUTE PER RIDE NO ADDITIONAL FEES MAY BE CHARGED. DRIVER MUST GIVE PASSENGERS A PEDICAB INFORMATION CARD.</p> </div> <p><i>(sign for both sides of the exterior of the pedicab)</i></p>	<input type="checkbox"/> Yes
6 RCNY §2-425(b)	
<p>15 A rate sign must be attached to the rear of the bicycle seat. The sign must:</p> <ul style="list-style-type: none"> • Be visible at all times to passengers seated in the pedicab • Not be blocked in any way • Be laminated or protected by plastic so it is weatherproof • State the charge per minute per ride in letters and numbers at least 2 inches high <p>Tip: Download the editable template (shown below) from nyc.gov/BusinessToolbox.</p> <div data-bbox="235 1421 568 1675" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>____ PER MINUTE PER RIDE</p> </div> <p><i>(sign for rear of bicycle seat)</i></p>	<input type="checkbox"/> Yes
NYC Code §20-254(a)(15)	

Inspection Checklist: Pedicab Businesses and Drivers

Requirement	Do you meet this requirement?
Interior Signs	
<p>16 A clearly visible sign must be posted in the interior of the pedicab containing the information listed below with all words at least ½ inch high in bold type:</p> <ul style="list-style-type: none"> • Pedicab business name • Pedicab business telephone number • Pedicab registration number • DCWP complaint contact information <p>Tip: Download the editable template (shown below) from nyc.gov/BusinessToolbox.</p>  <p>6 RCNY §2-425(a)</p>	<input type="checkbox"/> Yes
<p>17 A copy of the Pedicab Driver license must be posted in the interior of the pedicab and visible to passengers during the ride.</p> <p>NYC Code §§20-258(b), 262(b)</p>	<input type="checkbox"/> Yes
Pedicab Information Card	
<p>18 Pedicab drivers must hand a Pedicab Information Card to each passenger before the passenger enters the pedicab.</p> <p>Tip: The Pedicab Information Card cannot be sent by email, text, or other electronic means.</p> <p>NYC Code §20-260(c)(3)</p>	<input type="checkbox"/> Yes
<p>19 Pedicab drivers must use the official Pedicab Information Card created by DCWP.</p> <p>Tip: Download the Pedicab Information Card (shown below) from nyc.gov/BusinessToolbox.</p>  <p>Tip: Print the Pedicab Information Card in Landscape Orientation on white Standard US Letter paper. A sheet of paper includes 2 Pedicab Information Cards. Cut where indicated.</p> <p>6 RCNY §2-429(a)</p>	<input type="checkbox"/> Yes

Inspection Checklist: Pedicab Businesses and Drivers

Requirement		Do you meet this requirement?
20	Pedicab drivers must ensure that each Pedicab Information Card provided to a paying passenger is complete, accurate, and legible.	<input type="checkbox"/> Yes
	6 RCNY §2-429(e)	
21	Pedicab drivers must have sufficient copies of the Pedicab Information Card to give to passengers, and must show copies to enforcement officers (e.g., Police officers, Parks Department officers, and DCWP inspectors) upon request.	<input type="checkbox"/> Yes
	6 RCNY §2-429(f)	
Advertisements		
22	Advertisements cannot be posted on the panel of the pedicab where a rate sign is also posted.	<input type="checkbox"/> Yes
	6 RCNY §2-424	
23	Advertisements cannot be reflective, illuminated, or animated, and they cannot extend beyond the panel of the pedicab on which they are posted.	<input type="checkbox"/> Yes
	6 RCNY §2-424	
Driving Violations		
24	No more than three passengers can ride in a pedicab at once.	<input type="checkbox"/> Yes
	NYC Code §20-259(b)(1)	
25	Passengers cannot stand in a pedicab while it is moving.	<input type="checkbox"/> Yes
	NYC Code §20-259(b)(2)	
26	Pedicab drivers cannot operate on bridges, tunnels, in bicycle lanes, or in pedestrian plazas.	<input type="checkbox"/> Yes
	NYC Code §20-259(b)(3)	

For more information: **Visit** 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.

Inspection Checklist: General Retail

Does your business sell goods or services?

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.



KEY
<p>NYC Code: NYC Administrative Code RCNY: Rules of the City of New York NY GBL: NY General Business Law §: Section</p>

Requirement	Do you meet this requirement?
Price Lists for Services	
<p>1 A price list must be displayed and include the following:</p> <ul style="list-style-type: none"> List of the type of services Minimum price for each service Conditions or variations of service that change the minimum price Range of additional charges caused by conditions or variations (e.g., \$10 pants, \$15 pants with pleats) (if the price is based on an hourly labor rate) Rate as dollars per hour <p>Tip: If the price list states a price “and up” or “from” — e.g., “\$5 and up” or “from \$5” — it must also state the reason(s) for the different prices and include the range of prices.</p> <p>6 RCNY §5-70(a)</p>	<input type="checkbox"/> Yes
<p>2 The price list must be clearly posted or clearly displayed at the place(s) where payment is made (e.g., near the cash register) and/or where orders are placed.</p> <p>6 RCNY §5-70(a)</p>	<input type="checkbox"/> Yes
<p>3 If there is a sale or promotion, the pre-sale prices must also be posted.</p> <p>NYC Code §20-750(b)</p>	<input type="checkbox"/> Yes
<p>4 Prices for services cannot be based on gender.</p> <p>Tip: Words like “men’s,” “women’s,” and “ladies” cannot be used to describe the price.</p> <p>NYC Code §20-750(c)</p>	<input type="checkbox"/> Yes
Pricing for Goods	
<p>5 All items offered for sale must show a price, exclusive of tax, as follows:</p> <ul style="list-style-type: none"> The price must be attached to the item by a stamp, tag, or label. OR The price must be stated on a sign that is plainly visible where the item is displayed. <p>NYC Code §20-708, NYC Code §20-708.1</p>	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
<p>6 If your store’s annual revenue is more than \$2 million or you are a chain store, you must individually price each item, including food products, paper products, detergents, soaps, nonprescription drugs, and health and beauty aids.</p> <p><i>Exceptions:</i></p> <ul style="list-style-type: none"> • You do NOT need to individually price each item if you provide price scanners for customer use that meet the following requirements: <ul style="list-style-type: none"> – Price scanners are within 30 feet of an item OR there is a sign in view of the item that says “A Price Scanner for Customer Use to Check Prices is Located _____ (indicate location).” AND – The number of price scanners available to customers is based on the number of checkout stations: <ul style="list-style-type: none"> 1–3 checkout stations = 1 or more price scanners 4–5 checkout stations = 2 or more price scanners 6–7 checkout stations = 3 or more price scanners 8–9 checkout stations = 4 or more price scanners 10 or more checkout stations = 5 or more price scanners • The following items must be individually priced unless shelf prices and a price look-up function are provided: <ul style="list-style-type: none"> – Milk – Items that are under 3 cubic inches in size, weigh less than 3 ounces, and cost under 1 dollar – Eggs – Fresh produce not packaged for retail sale – Products sold through a vending machine – Food sold for consumption on the premises – Snack foods offered for sale in single packages that weigh 5 ounces or less, e.g., cakes, gum, candies, chips, and nuts – Cigarettes, cigars, tobacco, and tobacco products – Food offered for sale in bulk – Frozen juice – Ice cream – Frozen foods packaged for final retail sale in plastic bags – Items on sale for 1 week or less, but only if they are located in a segregated display at the end of the aisle and the sale period, name of the product, and the advertised price are clearly posted on a sign at the point of display – Jars of baby food 	<p><input type="checkbox"/> Yes</p>
<p>NYC Code §20-708.1(b), NYC Code §20-708.1(c)</p>	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Signs	
<p>7 Sale signs that advertise a price range or percent discount—example: “Savings of 20 to 50%” or “20% to 50% off”—must state the minimum and maximum percentages in equal size.</p> <div style="display: flex; justify-content: center; gap: 20px;">   </div> <p>6 RCNY §5-94(a)(1)</p>	<input type="checkbox"/> Yes
<p>8 Advertising, including sale signs, cannot contain any of the following phrases:</p> <ul style="list-style-type: none"> • “Our list price” • Below “manufacturer’s wholesale cost” • “Manufacturer’s cost” <p>6 RCNY §5-101</p>	<input type="checkbox"/> Yes
<p>9 Businesses that sell goods and services must post a refund policy sign.</p> <p>Tip: A refund policy sign must be posted at each register, point of sale, or entrance, or attached to each item.</p> <p>Tip: Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”</p> <p>Tip: The sign must state that a written copy of the store’s refund policy is available on request.</p> <p>6 RCNY §5-37; NY GBL §218-a</p>	<input type="checkbox"/> Yes
<p>10 The refund policy sign must state any and all conditions or limitations to getting a refund. For example, it must state:</p> <ul style="list-style-type: none"> • Any fees charged for refunds, such as “restocking fees” • If a refund will not be provided for “as is” or “sale” items • Whether the refund will be in cash, credit, or store credit only • If proof of purchase is required for a refund • If a refund will be provided at any time or within a specific period of time <p>6 RCNY §5-37; NY GBL §218-a</p>	<input type="checkbox"/> Yes
<p>11 If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted at or near each entrance and in all advertising that indicates credit cards are accepted.</p> <p>6 RCNY §5-24(b)</p>	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Receipts	
<p>12 Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20.</p> <p>Tip: This does not apply to food and drink that is meant to be consumed on the premises.</p> <p>6 RCNY §5-32</p>	<input type="checkbox"/> Yes
<p>13 The receipt must include each of the following:</p> <ul style="list-style-type: none"> • Date of purchase • Amount paid for each item • Total amount paid • Separate statement of tax • Business name and address <p>6 RCNY §5-32(c)</p>	
<p>14 Receipts for audio, photographic, and video equipment that cost more than \$100 must also include the make and model number of the item.</p> <p>6 RCNY §5-32(c)(5)</p>	<input type="checkbox"/> Yes
Price Accuracy	
<p>15 The price charged for an item at checkout, including scanned items, must not exceed the item's tagged, stamped, or marked price, shelf price, sale price, or advertised price.</p> <p>NYC Code §20-708.1(d), NYC Code §20-708.1(e)</p>	<input type="checkbox"/> Yes
<p>16 Tax cannot be charged on tax-exempt items.</p> <p>Tip: Examples of tax-exempt items include but are not limited to: feminine hygiene products, canned vegetables, baby food, clothing under \$110, diapers, nonprescription or over-the-counter drugs, contraceptives.</p> <p>Tip: Check with the New York State Department of Taxation and Finance for a complete list of which items are exempt.</p> <p>6 RCNY §5-41</p>	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Layaway Plans	
<p>17 A “layaway plan” means a purchase over \$50 where consumers agree to pay for the purchase in 4 or more installments before getting the merchandise. If a layaway plan is offered, each of the following written disclosures must be provided to consumers prior to accepting any payments:</p> <ul style="list-style-type: none"> • Description of the item, including name of manufacturer, brand name, color, size, style, or model number • Total cost of the item, including tax, installation, delivery, or freight charges • Any charge to use layaway, including any service charge, carrying charge, or cancellation fee • Duration of the layaway plan • Payment schedule and any consequences of missed payments • Refund policy regarding the payments • Notice of where the item is being stored, if other than the place of purchase, or if the item will not be removed from inventory until additional payments are made: <p><i>Example 1: NOTICE: NO MERCHANDISE WILL BE REMOVED FROM INVENTORY UNTIL X% OF THE PURCHASE PRICE HAS BEEN PAID.</i></p> <p><i>Example 2: ATTENTION: YOUR SELECTION OF MERCHANDISE WILL NOT BE ORDERED UNTIL YOU HAVE MADE YOUR NEXT TO FINAL PAYMENT.</i></p> <p>6 RCNY §5-23; NY GBL §396-t</p>	<input type="checkbox"/> Yes
Expired Over-the-counter Medication	
<p>18 It is illegal to sell over-the-counter medication after the expiration date on the label.</p> <p>NYC Code §20-822(a)</p>	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Cash Payments	
<p>19 Your store cannot refuse to accept cash payments from consumers.</p> <p><i>Exceptions:</i></p> <ul style="list-style-type: none"> • Your store may refuse bills above \$20. • Your store may refuse cash payments for telephone, mail, or internet-based transactions, unless the transaction takes place in the store. • Your store may accept prepaid cards from an on-site device that converts cash into prepaid cards, but only if: <ul style="list-style-type: none"> – The device does not charge a fee for the prepaid card or require a minimum deposit above \$1. – Upon request, the device provides the consumer with a receipt stating the amount of cash the consumer deposited onto the prepaid card. – Cash deposits onto the prepaid card do not expire. – There is no limit on the number of transactions a consumer can complete with the prepaid card. <p>You must clearly post a sign on or immediately next to the device when it is not working that states your store is required to accept cash payments and consumers may report violations by calling 311.</p> <p>NYC Code §20-840</p>	<input type="checkbox"/> Yes
<p>20 Your store cannot charge a consumer who pays in cash a higher price for the same “consumer commodity” than a consumer who pays by credit card or other cashless transaction.</p> <p>Tip: “Consumer commodity” means any article, good, merchandise, product, or commodity of any kind that is produced, distributed, or offered for retail sale.</p> <p>NYC Code §20-840(c)</p>	<input type="checkbox"/> Yes

For more information: **Visit** 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.