

Dear Colleague,

In collaboration with the New York State Restaurant Association, I am delighted to share a newly updated Restaurant Owner Manual, which aims to provide over 24,000 NYC restaurants with user-friendly guidance on the basics of operating within NYC so that diverse restaurant owners and their largely immigrant restaurant workforce alike can continue to thrive.

The Mayor's Office of Immigrant Affairs partnered with the New York State Restaurant Association—a preeminent resource for the restaurant industry—along with all relevant New York City Agencies, such as the Department of Consumer Affairs, Department of Health and Mental Hygiene, Department of Small Business Services, and others to compile critical information and resources. The manual highlights key regulations and best practices critical to all restaurant owners such as health and safety requirements, licensing rules, immigration and labor laws and more. This updated version also covers many recent developments in NYC's local laws, such as electronic cigarettes, sick leave requirements and delivery worker protections. It is our hope that the manual clarifies responsibilities and also provides a wealth of resources for owners and workers to access.

We hope you'll find the Manual useful and that you can help by sharing this valuable resource with relevant partners across the City to contribute to the restaurant industry's continued success.

**[Read the Manual](#)**

<http://on.nyc.gov/ROM2014>

Fatima Shama  
Commissioner  
NYC Mayor's Office of Immigrant Affairs  
[nyc.gov/immigrants](http://nyc.gov/immigrants)