

# EATING + DRINKING ESTABLISHMENTS

## The NYCBA Experience

### Step 1: Initial Idea

Idea

For additional business assistance, contact your local NYC Business Solutions office.

Sign lease

#### Verify Eligibility

All new job and work types related to new food establishments are eligible for NYCBA review

The applicant will then be assigned a client manager

### Step 2: Plan Review

Download and complete necessary NYC DOB [applications](#) and file plans with the appropriate NYC DOB borough office

After processing paperwork and fees, bring plans and job folder to NYCBA at 110 William Street, 7<sup>th</sup> floor between 9am – 5pm

The Plan Examiner will respond via email directly with the Applicant of Record

Upon approval, the applicant can pick up plans at NYCBA and pull permits from the appropriate NYC DOB borough office.

### Step 3: Consultation

During construction build out, contact NYCBA client manager to schedule a consultation

What is a consultation?

A walkthrough with an inspector to ensure compliance with regulations. This is a great opportunity to ask any agency questions

### Step 4: Inspection

When ready and all set to open, an inspection can be [scheduled online](#).

**DOB**  
 -Alt 1/2/3  
 -Place of Assembly  
 -Construction

**FDNY**  
 - Range hood Fire Suppression

**DEP**  
 - Grease traps  
 - RPZ

**DOHMH**  
 - Pre-operational inspection

### Step 5: Open!

Once in compliance with all City agencies, You're all set to open!

