

# Business Owner Checklist

The New Business Acceleration Team (NBAT) offers entrepreneurs a streamlined process to reduce the amount of time it takes to open the doors of their new restaurants, bars, bakeries, butcher shops, and grocery stores. As reminder, NBAT can coordinate and schedule many of the inspections needed by City agencies. Our services currently include, but are not limited to:

- Department of Buildings: Plan Review of Construction Drawings  
This process determine if the proposed work meets Building Code standards thereby ensuring the safety of your establishment’s employees and patrons.
- Department of Buildings: Construction Inspections (Alt Type 1/2/3, Place of Assembly, Equipment Use Cards)  
These inspections determine if the construction accurately reflects approved drawings submitted to the department and adequate safety measures have been installed.
- Department of Health and Mental Hygiene: Pre-Operational Health Inspections  
This inspection serves to protect and promote the health of all employees and patrons who enter your establishment
- Department of Environmental Protection: Grease Interceptor Inspections  
Grease interceptor inspections are conducted in an effort to maintain the city’s sewage systems and prevent back-ups into your location or public water sources
- Fire Department: Commercial Cooking Rangehood Inspections  
Building code requires the installation of independent exhaust systems for commercial cooking equipment producing smoke and grease-laden vapors or fumes. These inspections are conducted to make certain your establishment has adequate fire protection.
- Fire Department: District Office Inspections (CO2/Air-Conditioning/Aerosols)  
These inspections serve to inspect buildings and the materials or equipment stored on the premises to ensure adequate safety measures have been implemented so as to protect the lives of firefighters should they be called to your establishment in an emergency.

In order to take advantage of the services/inspections listed above, the following checklist provides important steps for you to take. After you have completed the item, check the box in the left margin.

<input type="checkbox"/>	<p><b>Secure an Employment Identification Number from IRS.</b></p> <p>The EIN, which is required for all city applications, can be obtained by visiting: <a href="https://sa1.www4.irs.gov/modiein/individual/index.jsp">https://sa1.www4.irs.gov/modiein/individual/index.jsp</a></p>
<input type="checkbox"/>	<p><b>Inform Yourself About Your New Business.</b></p> <p>Carefully read through “Operating a Food Establishment” provide by the Department of Health. The guide provides helpful information about what you need to do to prepare for an inspection. You can access the guide at: <a href="http://www.nyc.gov/html/doh/html/inspect/iopera.shtml">http://www.nyc.gov/html/doh/html/inspect/iopera.shtml</a></p>
<input type="checkbox"/>	<p><b>Begin Completing the Required Forms for the Food Service Establishment (H25) Health Permit.</b></p> <p>Have these forms ready to review with the NBAT Health Inspector. You will eventually have to submit the Health Application to the Department of Consumer Affairs Licensing Center located at 42 Broadway, 5th Floor, NY, NY 10004. You can access the required forms here: <a href="http://www.nyc.gov/html/doh/downloads/pdf/inspect/inspect-guide-forms.pdf">http://www.nyc.gov/html/doh/downloads/pdf/inspect/inspect-guide-forms.pdf</a></p> <p><i>(Note: After applying for your health permit at the Department of Consumer Affairs and paying the \$280 fee, you will be issued a receipt with a CAMIS number. As soon as you have this CAMIS number, please contact me immediately at [phone number] to schedule your Pre-Operational</i></p>

*Health Inspection. Please be advised that if you do not contact me, you could wait upwards to 21 days for the inspection to take place.)*

**Schedule a Site Visit With NBAT During Construction.**

- NBAT inspectors can advise you of the steps you must take to ensure your business is ready to pass the inspections. We can schedule *one* preliminary visit at your establishment to review permit and license requirements. You can schedule online at [www.nyc.gov/nbat](http://www.nyc.gov/nbat) or contact me directly at [phone number] to schedule a date and time for the site visit relating to our services.  
*(Note: Please contact NBAT at least one week in advance of the date you prefer for your site visit.)*

**Schedule a Coordinated Inspection with NBAT.**

- After work has been completed and requirements satisfied, you can contact NBAT to request a coordinated NBAT inspection relating to our services. You can schedule online at [www.nyc.gov/nbat](http://www.nyc.gov/nbat) or contact me directly at [phone number] to schedule a date and time for the inspections.  
*(Note: Please try to contact NBAT at least one week in advance of the date you prefer for your inspection.)*

**Access Additional Support for Your Business.**

- NBAT works hand-in-hand with the seven NYC Business Solutions Centers at the Department of Small Business Services. NYC Business Solutions provides assistance to businesses with financing, legal review, recruitment of employees, business planning, and other services). You can access more information at: <http://www.nyc.gov/html/sbs/nycbiz/html/home/home.shtml>

We look forward to working with you. For additional information, feel free to visit our website at: [www.nyc.gov/NBAT](http://www.nyc.gov/NBAT).

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