

NYC Checklist for  
**REQUIRED SIGNS** for  
**RESTAURANTS & BARS**



Use this checklist to help you post required signs and avoid fines.  
Learn more at [nyc.gov/business](http://nyc.gov/business).



### OUTSIDE

- For All**
- Letter Grade | *NYC Department of Health*  
Get from inspector | Learn more at [on.nyc.gov/infolettergrades](http://on.nyc.gov/infolettergrades)
    - In view of potential customers outside your establishment.  
(Up to 5' to one side of the door, 4' to 6' above the ground.)
  - Private Carter Decal | *NYC Department of Sanitation*  
Get from carter | Learn more at [on.nyc.gov/infowastehauler](http://on.nyc.gov/infowastehauler)
    - Inside window or on door facing out.
- For Seating on Public Sidewalks**
- Sidewalk Café License | *NYC Department of Consumer Affairs*  
Apply at [on.nyc.gov/licensesidewalkcafe](http://on.nyc.gov/licensesidewalkcafe)
    - Inside window facing out.
    - If you have not renewed your license since 2014, you also must post a complaint sign. Get online at [on.nyc.gov/signcomplaints](http://on.nyc.gov/signcomplaints).
  - Sidewalk Café Smoking Section | *NYC Department of Health*  
Buy or make | Learn more at [on.nyc.gov/signoutsidesmoking](http://on.nyc.gov/signoutsidesmoking)
    - Designate a section only as you wish and law allows.



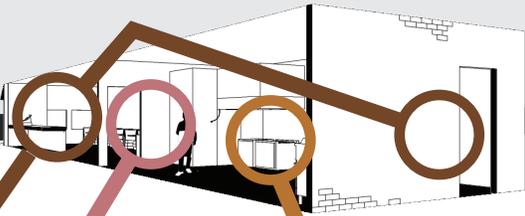
### CUSTOMER AREA

- For All**
- Certificate of Occupancy | *NYC Department of Buildings*  
Get from Dept. | Learn more at [on.nyc.gov/infoCertOccup](http://on.nyc.gov/infoCertOccup)
    - Or else post Temporary Certificate or Letter of No Objection.
    - Not needed in your restaurant if posted elsewhere in building.
  - Food Service Establishment Permit | *NYC Department of Health*  
Apply at [on.nyc.gov/infofsep](http://on.nyc.gov/infofsep)
  - Choking First Aid | *NYC Department of Health*  
Get online at [on.nyc.gov/signfse](http://on.nyc.gov/signfse)
    - In language(s) of workers and customers.
  - CPR Kit and Information | *NYC Department of Health*  
Buy with kit | Learn more at [on.nyc.gov/infocpr](http://on.nyc.gov/infocpr)
    - Include 911, your kit's location, and where to learn CPR.
  - Sales Tax Certificate of Authority | *NY State Dept. Taxation*  
Apply at [on.nyc.gov/infotaxid](http://on.nyc.gov/infotaxid)
- For Selling with Tax Included**
- Sales Tax Included | *NY State Department of Taxation and Finance*  
Buy or Make | Learn more at [bit.ly/infotaxincluded](http://bit.ly/infotaxincluded)
    - Required, for example, to sell bar drinks at a flat price.
- For Seating 75+ Customers Indoors or 200+ Outdoors**
- Place of Assembly Certificate of Operation and Permit | *NYC Departments of Building, Fire*  
Apply at [on.nyc.gov/infopaco](http://on.nyc.gov/infopaco)
  - Maximum Occupancy for Place of Assembly | *NYC Dept. of Buildings*  
Buy or make | Learn more at [on.nyc.gov/infomaxoccupancy](http://on.nyc.gov/infomaxoccupancy)
- For Selling Alcohol**
- Liquor License | *NY State Liquor Authority*  
Learn more at [on.nyc.gov/infoliqorlicenses](http://on.nyc.gov/infoliqorlicenses)
  - Warning for Pregnant Women | *NYC Department of Health*  
Get online at [on.nyc.gov/signfse](http://on.nyc.gov/signfse)
  - No Liquor Sold to Minors or Intoxicated Adults | *NY State Liquor Auth.*  
Buy or make | Learn more at [on.nyc.gov/infodrinkminors](http://on.nyc.gov/infodrinkminors)
- For Delivering by Bicycle**
- Bicycle Delivery Safety | *NYC Department of Transportation*  
Get online at [on.nyc.gov/signbicycle](http://on.nyc.gov/signbicycle)
    - In language(s) of workers and customers.
- For Owning or Franchising 15 or More Locations**
- Calorie Counts for Menu Items | *NYC Department of Health*  
Buy or make | Learn more at [on.nyc.gov/infocalorie](http://on.nyc.gov/infocalorie)



### THROUGHOUT

- For All**
- No Smoking | *NYC Department of Health*  
Get online at [on.nyc.gov/signnosmoking](http://on.nyc.gov/signnosmoking)
    - In every room and stairwell.
  - Must Wash Hands | *NYC Department of Health*  
Buy or make | Learn more at [on.nyc.gov/infohandwash](http://on.nyc.gov/infohandwash)
    - Above all hand sinks, not above food or ware sinks.
    - In language(s) of workers and customers.
- Exit and Direction to Exit** | *NYC Building Code*  
Installed by contractor | Learn more at [bit.ly/infoexitsigns](http://bit.ly/infoexitsigns)
- Fire Extinguisher Inspection Tags** | *NYC Department of Fire*  
Get from contractor | Learn more at [on.nyc.gov/infoextinguishers](http://on.nyc.gov/infoextinguishers)
  - On each unit showing date of last annual inspection.



## KITCHEN

### For All

- Food Allergies | *NYC Department of Health*  
Get online at [on.nyc.gov/signfse](http://on.nyc.gov/signfse)  
• In view of and in language(s) of all workers.
- Fire Alarm Test Record | *NYC Department of Fire*  
Get from Dept. | Learn more at [on.nyc.gov/infofiresystem](http://on.nyc.gov/infofiresystem)

### For Large Refrigerators, Boilers, and HVAC units

- Equipment Use Permits | *NYC Depts. of Buildings, Fire*  
Apply online at [on.nyc.gov/equipmentuse](http://on.nyc.gov/equipmentuse)  
• On each system and updated with inspection records.

### For Range Hoods

- Schematic of Hood and Ducts | *NYC Department of Fire*  
Get from contractor | Learn more at [on.nyc.gov/inforangehoods](http://on.nyc.gov/inforangehoods)
- How to Clean Hoods and Ducts | *NYC Department of Fire*  
Get from contractor | Learn more at [on.nyc.gov/inforangecare](http://on.nyc.gov/inforangecare)
- Record of Cleaning Hoods and Ducts | *NYC Department of Fire*  
Get from contractor | Learn more at [on.nyc.gov/inforangecare](http://on.nyc.gov/inforangecare)  
• On each system and updated every three months.
- Record of Inspecting Hood and Duct | *NYC Department of Fire*  
Get from contractor | Learn more at [on.nyc.gov/inforangecare](http://on.nyc.gov/inforangecare)  
• On each system and updated every six months.



## WORKER AREA

### For All

- Minimum Wage | *NY State Department of Labor*  
Get online at [bit.ly/signNYlabor](http://bit.ly/signNYlabor)
- Fair Labor Standards Act | *US Department of Labor*  
Get online at [bit.ly/signfairlabor](http://bit.ly/signfairlabor)
- Benefits and Hours | *NY State Department of Labor*  
Buy or Make | Learn more at [bit.ly/infobenefitsign](http://bit.ly/infobenefitsign)
- Wage Deductions | *NY State Department of Labor*  
Get online at [bit.ly/signNYlabor](http://bit.ly/signNYlabor)
- Tips and Taxation | *NY State Department of Labor*  
Get online at [bit.ly/signNYlabor](http://bit.ly/signNYlabor)
- Unemployment Insurance | *NY State Department of Labor*  
Get from insurer | Learn more at [bit.ly/signNYlabor](http://bit.ly/signNYlabor)
- Workers' Compensation | *NY State Department of Labor*  
Get from insurer | Learn more at [bit.ly/signNYlabor](http://bit.ly/signNYlabor)
- Occupational Safety | *US Department of Labor*  
Get online at [bit.ly/signOSHA](http://bit.ly/signOSHA)
- Right to Know Workplace Hazards | *NY State Dept. Labor*  
Get online at [bit.ly/signrighttoknow](http://bit.ly/signrighttoknow)
- Equal Opportunity | *US Department of Labor*  
Get online at [bit.ly/signequalopp](http://bit.ly/signequalopp)
- Pregnancy Rights | *NYC Human Rights Cmsn.*  
Get online at [on.nyc.gov/signpregnancy](http://on.nyc.gov/signpregnancy)
- Anti-Discrimination | *NY State Department of Labor*  
Get online at [bit.ly/signNYlabor](http://bit.ly/signNYlabor)
- Employment of Ex-Criminals | *NY State (Law 23-A)*  
Get online at [bit.ly/signNYlabor](http://bit.ly/signNYlabor)
- Veterans Benefits | *US Department of Labor*  
Get online at [bit.ly/signveterans](http://bit.ly/signveterans)
- Disability Benefits | *US Department of Labor*  
Get online at [bit.ly/signdisability](http://bit.ly/signdisability)
- Polygraph Protection Act Notice | *US Department of Labor*  
Get online at [bit.ly/signpolygraph](http://bit.ly/signpolygraph)
- Employee Voting Leave | *NY State Board of Elections*  
Get online at [bit.ly/signemployeevoting](http://bit.ly/signemployeevoting)

### For Employing Minors

- Permitted Working Hours for Minors | *NY State Dept. Labor*  
Buy or make | Learn more at [bit.ly/infohireminors](http://bit.ly/infohireminors)  
• Create for each employed minor.

### For Employing More than 50 People

- Family Medical Leave Act | *US Department of Labor*  
Get online at [bit.ly/signfamilyleave](http://bit.ly/signfamilyleave)



## WASTE AREAS

### For All

- Recycling Instructions | *NYC Department of Sanitation*  
Get online at [on.nyc.gov/signrecycling](http://on.nyc.gov/signrecycling)
- Private Carter Information and Schedule | *NYC Business Integrity Commission*  
Get from waste contractor | Learn more at [on.nyc.gov/infowasterecycling](http://on.nyc.gov/infowasterecycling)

More signs may be needed for your business. Visit us online to learn more. Created jointly by:

**NYC**  
nyc.gov/business

**NYC** | HOSPITALITY  
ALLIANCE  
thenycalliance.org