Use this checklist to help you post required signs and avoid fines. Learn more at nyc.gov/business.

For All
- Letter Grade | NYC Department of Health
  Get from inspector | Learn more at 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/inflowastehauler
  - 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
  - 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.
- Sidewalk Café Smoking Section | NYC Department of Health
  Buy or make | Learn more at on.nyc.gov/signoutsidesmoking
  - Designate a section only as you wish and law allows.

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/infoliquorlicenses
- Maximum Occupancy for Place of Assembly | NYC Dept. of Buildings
  Buy or make | Learn more at on.nyc.gov/inflowastehauler

For Selling Alcohol
- Liquor License | NY State Liquor Authority
  Learn more at on.nyc.gov/infoliquorlicenses
- Warning for Pregnant Women | NYC Department of Health
  Get online at on.nyc.gov/infowellness
- No Liquor Sold to Minors or Intoxicated Adults | NY State Liquor Auth.
  Buy or make | Learn more at on.nyc.gov/inflowastehauler

For Delivering by Bicycle
- Bicycle Delivery Safety | NYC Department of Transportation
  Get online at 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/inflowastehauler

For Selling with Tax Included
- Sales Tax Included | NY State Department of Taxation and Finance
  Buy or make | Learn more at bit.ly/inflowastehauler
  - Required, for example, to sell bar drinks at a flat price.

For All
- No Smoking | NYC Department of Health
  Get online at 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/inflowastehauler
  - Above all hand sinks, not above food or ware sinks.
  - In language(s) of workers and customers.

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