

NYC Starter Guide to Opening Your SMALL CONTRACTOR



CREATE YOUR BUSINESS

- **Plan your business.** NYC Business Solutions offers free support. They can help you comply with government requirements, save money through incentives, and reach your first customers. Learn more at nyc.gov/bizsolutions.
- **Register your business.** LLCs, Corporations, and LPs register with NY State (visit on.nyc.gov/state). General Partnerships and Sole Proprietorships register with the County Clerk (visit on.nyc.gov/clerk).
- **Apply for an Employer ID Number (EIN)**, also known as a Federal Tax ID Number. This tracks your business for taxes. If you are a sole proprietor, you may be able to use your Social Security Number instead. Visit on.nyc.gov/ein.
- **Apply for a Certificate of Authority**, or Sales Tax ID, from NY State Department of Taxation and Finance in order to sell products and services. Apply early to avoid delays receiving other permits. Learn more at on.nyc.gov/taxid.
- **Research required insurance**, such as workers' compensation insurance. Some are needed for permits and licenses. Learn more at on.nyc.gov/bizinsurance.
- **Register**, as relevant, as a home improvement contractor with NYC Department of Consumer Affairs (on.nyc.gov/DCAcontractor), and as an electrical, plumbing, or general contractor with NYC Department of Buildings (on.nyc.gov/DOBlicensing).



More information about permits and licenses can be found online using the NYC Business Wizard. Answer questions about your planned business, and it will tell you what you need. Learn more at on.nyc.gov/wizard.



Insurance is costly, but not having it is even more so. Accidents happen, and you may face fines and suits.



GET EQUIPMENT AND HIRE EMPLOYEES

- **Buy, register, and equip delivery vehicles.** Vehicles must be registered with NY State Department of Motor Vehicles (on.nyc.gov/cvregister), identified by owner and address with lettering on either side (on.nyc.gov/cvlettering), and equipped as NY State (on.nyc.gov/DMVcvreqs) and NYC Department of Transportation require (on.nyc.gov/DOTcvreqs).
- **Ensure you and key employees are masters of the trades** your company performs. There are strict requirements for Master Electricians (on.nyc.gov/electrician), Master Plumbers (on.nyc.gov/plumber), and Master Fire Suppression Piping Contractors (on.nyc.gov/firecontractor).
- **Ensure your workers have needed licenses for any other trades**, such as commercial driver (on.nyc.gov/cvdriver), spray painter (on.nyc.gov/spraypainter), and welder (both fire prevention, on.nyc.gov/DOBwelder, and structural integrity, on.nyc.gov/FDNYwelder). To find licenses for your workers, use the search tool at nyc.gov/BusinessExpress.



You cannot discriminate by presumed citizenship status when hiring employees. NYC Human Rights law protects workers from presumptions about their legal status (on.nyc.gov/immigrantrights). That said, you cannot knowingly hire illegal immigrants. If you do, you face prosecution and penalties including fines and imprisonment (on.nyc.gov/illegalalienhiring).



Comply with wage laws to avoid costly fines. Learn more at on.nyc.gov/wages.

Use this guide to help you plan your way to success.
Get started today at nyc.gov/BusinessExpress.



PREPARE FOR A JOB

- **Solicit work and sign contracts.** Your company must have at least one licensed **Home Improvement Salesperson** before advertising or agreeing to residential work. Learn more at on.nyc.gov/homeimprvmtsales.
- **Get permits for sidewalk and street disturbances** from NYC Department of Transportation. Learn more at on.nyc.gov/StreetWorkspemits.
- **Get permits for demolition** from NYC Department of Environmental Protection. Learn more at on.nyc.gov/demolition.
- **Get permits for construction** from NYC Department of Buildings (on.nyc.gov/contractor) or, for finishing work on residences of 3 families or fewer, NYC Department of Consumer Affairs (on.nyc.gov/homeimprvmtcontractor).

Create value for customers and build your reputation by ensuring your work **complies with operating codes**, not just building codes. For instance, if you are renovating a kitchen, be sure your renovation will comply with NYC Department of Health regulations.



Digital plan submissions and review saves time. Have your professional use the NYC Development Hub, including for Pro-Cert. Learn more at on.nyc.gov/hub.

Professional Certification or "Pro-Cert" could save your team weeks in receiving permits. Pro-Cert allows registered architects and engineers to self-certify projects without initial review from NYC Department of Buildings. Learn more at on.nyc.gov/ProCert.



Historic districts and buildings are regulated in ways that slow or limit changes in the design or use of the space. Learn more at on.nyc.gov/landmarks.



BEGIN A JOB

- **Post approved permits and safety information** on your work site as instructed by agencies issuing permits.
- **Supervise site safety**, and make sure a **licensed site safety supervisor** is present on your jobs. The bigger your job, the more responsibility and requirements apply to licensed supervisors. Learn more at on.nyc.gov/sitesafety.
- **Drive, park, and idle delivery vehicles only as permitted** or face fines. Learn more at on.nyc.gov/cvinfo.
- **Limit noise**. Construction is allowed weekdays from 7 AM - 6 PM (except when given special variances). You must create and post a noise mitigation plan to keep noises from bothering neighbors. Failure to do so can result in fines. Learn more at on.nyc.gov/constructionnoise.
- **Limit air pollution**. The NYC Air Code prohibits many activities except when specially permitted by the NYC Department of Environmental Protection. For instance, you are not allowed to demolish structures, spray insulating material, or install or alter certain boilers without special permits. Learn more at on.nyc.gov/aircode.



Create value and build your reputation by constructing energy-efficient spaces that will save your customer money. Learn more at on.nyc.gov/greencontractors.



Watch for asbestos. A licensed asbestos investigator must determine if asbestos is present, and if so then a licensed abatement contractor must contain it and give notice to NYC Department of Environmental Protection before you can demolish or renovate the structure. Learn more at on.nyc.gov/asbestos.



FINISH A JOB

- **Remove wastes**. Construction wastes must be removed by a commercial hauler. At your site, you must post sorting instructions and the name and schedule of your waste hauler service. Learn more at on.nyc.gov/wasterecycling.
- **Bill your customers**, including for sales tax, as applicable. New buildings or additions for which your customer submits a **Certificate of Capital Improvement** will not require sales tax. Learn more at on.nyc.gov/constructiontax.
- **Print your business name and address** on your invoices and receipts. Learn this and other tips at on.nyc.gov/10things.



Hazardous materials must be registered with NYC Department of Environmental Protection, labeled, and disposed specially. Many common materials, like spray paint, are hazardous at large quantity and regulated (on.nyc.gov/righttoknow).



STAY OPEN

Congratulations! You've finished your first job. Plan ahead to keep things running smoothly.



STAYING OPEN

Avoid violations and be ready for inspections. Violations put employees at risk, and cost you time and money.

Display required posters and permits on site. Check federal (on.nyc.gov/fedposters), state (on.nyc.gov/nyposters), and local (nyc.gov/BusinessExpress) sign requirements.

Drive, park, and idle tow trucks and delivery vehicles only as permitted or face fines. Learn more at on.nyc.gov/cvinfo.

Pay commercial vehicle taxes (on.nyc.gov/cvtax) and **tickets** (on.nyc.gov/ezfleet).

Renew your business permits and licenses. Note on your calendar when you must begin each renewal. Also check that employees maintain their trade and professional licenses.

Prepare your taxes. Learn more at on.nyc.gov/biztax.

For comprehensive information, visit **NYC Business Express** at nyc.gov/BusinessExpress.

NYC Business Solutions, a set of services offered by the NYC Department of Small Business Services, can help resolve questions and move your business forward through permit and license approvals. Visit on.nyc.gov/navigate or call **311** and ask for "NYC Business Solutions Navigating Government."

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Provide feedback on this NYC Starter Guide v1.1:
on.nyc.gov/guidesurvey1