CREATE YOUR BUSINESS

- **Create a plan** for the type of office you will open.

- **Register your business.** LLCs, Corporations, and Limited Partnerships register with NY State (visit [http://on.nyc.gov/state](http://on.nyc.gov/state)). General Partnerships and Sole Proprietorships register with the County Clerk (visit [http://on.nyc.gov/clerk](http://on.nyc.gov/clerk)).

- **Ensure you have your doctor’s, dentist’s, or other professional license** from New York State.

- **Apply for an Employer Identification Number (EIN),** also known as a Federal Tax ID Number. This is used to identify your business. If you are a sole proprietor, you may be able to use your Social Security Number instead. Learn more at [http://on.nyc.gov/ein](http://on.nyc.gov/ein).

- **Research the insurance you will need,** such as workers’ compensation, liability, and disability insurance. Some are required for permits and licenses.

PLAN YOUR SPACE

- **Find a location** zoned for your business. Learn more at [http://on.nyc.gov/zoning](http://on.nyc.gov/zoning).

- **Consult a licensed professional** to review your location and plan any construction. Only a registered architect or professional engineer may submit plans to the NYC Department of Buildings. Changes to your space must comply with NYC Department of Buildings and Fire Department regulations.

- **Sign your lease.** Before you sign, review your location with a licensed professional and a lawyer to make sure it is right for your business.

- **Allow for time to receive approval from the Landmarks Preservation Commission** before performing work on a location that is landmarked or located in an historic district. Learn more at [http://on.nyc.gov/landmarks](http://on.nyc.gov/landmarks).

- **If you plan on using radiation-producing equipment, like an x-ray or mammography machine,** begin the approval process early. Learn more at [http://on.nyc.gov/radiation](http://on.nyc.gov/radiation).

APPLY FOR CONSTRUCTION PERMITS

- **Have your licensed professional submit plans and required documents to the NYC Department of Buildings.**

- **Change and resubmit plans as needed.** If there are objections to the proposed work due to safety or compliance issues, your licensed professional will receive notice by email and resubmit the drawings with the necessary changes.

- **Monitor your job** on NYC Department of Buildings BISWeb ([http://on.nyc.gov/bis](http://on.nyc.gov/bis)). Your status will be listed as “Assigned to P/E (Plan Examiner),” “P/E in Process,” “P/E Disapproved,” or “Approved.” The status does not reflect whether or not your licensed professional has resubmitted plans.

- **A licensed professional may self-certify minor alterations online through a process called “professional certification” (“Pro Cert”).** The application does not receive an initial NYC Department of Buildings plan review, but is subject to an audit. **Pro Cert could save you weeks in receiving your approvals and permits to start construction.**

- **Accelerate the plan review process for new buildings or major alterations that change a building’s egress by directing your licensed professional to submit digital plans to the NYC Department of Buildings Hub.** Learn more at [http://on.nyc.gov/hub](http://on.nyc.gov/hub).

- **Consult with your licensed professional to identify utility requirements for your property (gas, electric, water, and sewer).**
After your plans are approved, your architect or general contractor must apply for and receive all necessary permits. All permits must be displayed at the worksite.

Begin construction.

Progress inspections will be made throughout construction. Consult with your licensed professional about any required progress inspections.

If you want to install a canopy or signs on the outside of the building, ensure you comply with the NYC Department of Transportation (for a canopy over the sidewalk) or the NYC Department of Buildings (if you nail or screw into the outside of the building).

Begin construction.

When the job is almost complete, your architect should arrange for final inspections and sign-off. To avoid violations, you must obtain a Certificate of Occupancy, Temporary Certificate of Occupancy, or Letter of Completion before opening your doors.

Make sure your staff members are registered with New York State. This applies to staff such as nurses and dental assistants.

Hire a private carting service for medical waste removal and regular waste removal. These two services may be performed by the same company. For more information, go to http://on.nyc.gov/carter.

If you have a home office, the NYC Department of Sanitation has a Professional Fee Program that will collect your non-medical waste for a reduced fee. Learn more at http://on.nyc.gov/dsnyfee.

NY State has guidelines for handling and use of hypodermic syringes and needles (http://on.nyc.gov/nys-syringe) and prescription of controlled substances (http://on.nyc.gov/nys-narcotic).

Some equipment and substances, such as aerosols, medical gases, radiological equipment, require additional permits and certificates. The NYC Business Express Wizard (http://on.nyc.gov/express) can help you determine which are necessary for you.

For comprehensive information, visit NYC Business Express at http://on.nyc.gov/express.

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 http://on.nyc.gov/navigate or call 311 and ask for "NYC Business Solutions Navigating Government."

You’ve opened your doors and are operating your office. Congratulations! Plan ahead to keep things running smoothly.

STAYING OPEN

Post all required posters and permits, such as a No Smoking sign.

Mark your calendar: Schedule equipment maintenance and set reminders to renew your permits and licenses.

Be sure to follow New York City and U.S. government regulations about how you should handle patients’ medical information.

Work with your accountant to prepare to pay taxes. Learn More at http://on.nyc.gov/biztax.

The NYC Department of Health offers several helpful resources and services. Learn more at http://on.nyc.gov/doh-programs.