

NYC Starter Guide to Opening Your GOODS MANUFACTURER



CREATE YOUR BUSINESS

- **Plan your business.** NYC Business Solutions offers free support. They can help you comply with government requirements, save money with incentives, and reach your first customers. Learn more at on.nyc.gov/manufacture.
- **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.

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.

More information about federal programs like grants to buy equipment is online at the US Small Business Administration. Learn more at on.nyc.gov/ussbamanuf.

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



FIND AND PLAN YOUR SPACE

- **Consider sharing space** with other businesses or in business incubators, such as those created by the city. Learn more at on.nyc.gov/edc-incubator.
- **Or find your own space.** Make sure it is legal for your business type given zoning laws (on.nyc.gov/zoning), and advantageous for your bottom line given government incentives like Industrial Business Zones (on.nyc.gov/IBZ).
- **Consult a design professional** to make sure the space complies with building and operating codes and to plan any changes. Make sure your architect or contractor is licensed at on.nyc.gov/hireDOBpro.
- **Sign your lease.** Before signing, talk to a lawyer to make sure the agreement is good for you. Some government benefits require you to apply before signing a lease. Get free legal advice at on.nyc.gov/bizlegaladvice.

Save money by taking advantage of government incentives based on where you locate. Learn more at on.nyc.gov/incentives.

Plan your space to match your business model. The PlantSmart web tool, developed with funding from the NYC Council, can help you understand your space needs. Learn more at on.nyc.gov/ITACPlantSmart.

Cheap space may end up being expensive, as codes for buildings, fire prevention, and workplace operations may require changes. Check with a peer business and a design professional before locating.

Basements often cannot be used as workspace or for other uses beyond storage.

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



IMPROVE YOUR SPACE AS NEEDED

- **Have your licensed professional draw plans for proposed changes.** The space proposed must comply with regulations from the NYC Department of Buildings, NYC Department of Health, and Fire Department. Find a professional at on.nyc.gov/hireDOBpro.
- **Submit plans and required documents.** Only a registered architect or professional engineer may submit plans to NYC Department of Buildings.
- **Monitor the status of your job's approval** on NYC Department of Buildings BISWeb at on.nyc.gov/bis.
- **Post approved permits and safety information** on your work site as instructed by agencies issuing permits.
- **Begin construction.** Monitor progress with your licensed professional and prepare for mid-construction inspections.
- **Obtain a Certificate of Occupancy**, Temporary Certificate of Occupancy, or Letter of Completion from NYC Department of Buildings. Learn more at on.nyc.gov/CofO.

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 you weeks in receiving permits. Pro-Cert allows a professional to self-certify projects without initial review from NYC Department of Buildings. Learn more at on.nyc.gov/ProCert.

Install equipment to protect public water. If you pipe water into chemicals, your building owner must install a **backflow prevention device** on water lines entering the building (on.nyc.gov/backflow). If you wash away water and oil, you must install an **oil-water separator** at your sewer connection (on.nyc.gov/oilwater).

To protect public air quality, get appropriate work permits before installing or altering certain fuel or industrial equipment. Learn more on.nyc.gov/aircode.



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).
- **Install safety, health, and environmental protections** for your work as required by law, such as ventilated booths for spray painting (on.nyc.gov/spraypainter) and welding (on.nyc.gov/OSHAweld). Learn more about federal (on.nyc.gov/OSHAindustry) and state (on.nyc.gov/NYSlaborsafety) requirements.
- **Arrange equipment and work areas for fire escape.** If you will have 75 or more people on your floor, you must obtain a **Place of Assembly Permit** from the Fire Department. Learn more at on.nyc.gov/infoPofA.
- **Ensure your workers have needed licenses**, such as commercial driver (on.nyc.gov/cvdriver), welder (on.nyc.gov/FDNYwelder), and spray painter (on.nyc.gov/spraypainter). To find licenses for your workers, use the search tool at nyc.gov/BusinessExpress.
- **Assign work within law.** You must have a NY State permit to assign employees piecework offsite—such as sewing or prototyping. Learn more at on.nyc.gov/piecework.



Save money by taking advantage of government incentives based on what property or equipment you purchase and what employees you hire or train. Learn more at on.nyc.gov/incentives.



PREPARE TO PRODUCE

- **Hire a waste carter and post information** on sorting and collection. Learn more at on.nyc.gov/recyclingwaste.
- **Limit air pollution.** Many activities that emit particles or exhaust into the air require permits from NYC Department of Environmental Protection. Learn more at on.nyc.gov/aircode.
- **Limit water pollution.** In addition to installing equipment to protect water (as mentioned above), consult a licensed professional to determine if your process uses water in a way that requires a permit and periodic reporting. Learn more at on.nyc.gov/wastewater.
- **Reduce fire risk.** If a sprinkler system will not be sufficient to suppress fires on your shop floor, you will need to obtain a **Certificate of Fitness for Fire Guard** from the Fire Department. Learn more at on.nyc.gov/fireguard.



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. Learn more at on.nyc.gov/righttoknow.



OPEN YOUR DOORS

Congratulations! You've opened your doors. 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. There are federal (bit.ly/USposters), 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/cmvtax) and **tickets for fleets** (on.nyc.gov/fleettix).

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/NYCbiztax.

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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on.nyc.gov/guidesurvey2