

# NYC Starter Guide to Opening Your PHARMACY



## CREATE YOUR BUSINESS

- **Create a plan** for the type of pharmacy you will open.
- **Register your business.** LLCs, Corporations, and Limited Partnerships register with NY State (visit <http://on.nyc.gov/state>). General Partnerships and Sole Proprietorships register with the County Clerk (visit <http://on.nyc.gov/clerk>).
- **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. Visit <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.
- **Register with the U.S. Drug Enforcement Agency** as a pharmacy. Learn more at <http://on.nyc.gov/dea>.



You will need to get a **Sales Tax ID** from NY State. Apply early to avoid delays in receiving other permits. Learn More at <http://on.nyc.gov/taxid>.



## PLAN YOUR SPACE

- **Find a location** zoned for your business. Learn more at <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.



If you will operate a physician's office inside your pharmacy, you might need to store and use medical gases. These require additional permits from the Fire Department.

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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>.

Use this starter guide to help you plan your way to success. Get started today at <http://on.nyc.gov/express>.



## 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>). 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.**



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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>.



Consult with your licensed professional to identify utility requirements for your property (gas, electric, water, and sewer).



## BEGIN CONSTRUCTION

- 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).



## PREPARE TO OPEN

- 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.
- Selling some types of items require additional permits and licenses. The NYC Business Express Wizard ([on.nyc.gov/express](http://on.nyc.gov/express)) can help you determine which permits and licenses are necessary for you.
- Your pharmacists require licenses from the NY State Department of Education. Learn more at <http://on.nyc.gov/pharmacists>.
- Make sure your register is equipped to print your **business name and address** on your receipts.
- **Hire private carting services** 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>.



## OPEN YOUR DOORS

You've opened your doors and are operating your pharmacy. **Congratulations!** Plan ahead to keep things running smoothly.



## STAYING OPEN

**Post all required posters and permits**, such as the CPR kit sign.

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

**Be ready for inspections.** These happen throughout the year, sometimes unannounced.

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

Remember that some over-the-counter drugs must be kept locked by key.

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."

