

NYC Starter Guide to Opening Your SALON



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



CREATE YOUR BUSINESS


- **Create a plan** for the type of salon 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.


 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, NYC Department of Health, 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>.


 If you will store more than 100 lbs of aerosols (such as hair spray), you will need to obtain a Certificate of Fitness and a permit from the Fire Department. Learn more at <http://on.nyc.gov/aerosol>.




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.**

 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.
- 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.

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

- **Depending on the services your business offers**, you will need either an Appearance Enhancement Business License (<http://on.nyc.gov/ae-business>) or a NY State Barber Shop License (<http://on.nyc.gov/b-owner>).
- An **Appearance Enhancement Business License** is typical for salons and allows for cutting hair, shaving, nail care, make up application, natural hair styling and waxing.
- A **Barber Shop License** is more limited and allows cutting hair and shaving. Barber shops also require a license from the NYC Department of Health (<http://on.nyc.gov/b-shop>).
- If you operate an appearance Enhancement Business, each employee will need an **individual Appearance Enhancement License**. A Cosmetology License allows for providing all services. Specialized licenses, such as for nail care or waxing, are also available. Learn more at <http://on.nyc.gov/nys-salon>.
- If you operate a Barber Shop, to cut or shave, your employees will need an **individual Barber License or Apprentice License** (<http://on.nyc.gov/i-barber>).
- If you hire your employees as **independent contractors**, they also each need a renter license, whether in an Appearance Enhancement Business (<http://on.nyc.gov/a-renter>), or a Barber Shop (<http://on.nyc.gov/b-renter>).
- **Hire a private carting service** for waste removal. For more information, go to <http://on.nyc.gov/carter>.

i Tattoo Artist Licenses are obtained through the NYC Department of Health. Learn more at <http://on.nyc.gov/tattoo>.



OPEN YOUR DOORS

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



STAYING OPEN

Post a sign indicating that the business and individual operators are licensed by the New York State Department of State.

Post all required posters and permits, such as a No Smoking sign and an occupational health and safety (OSHA) poster.

Mark your calendar and set reminders to **update your professional 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>.

NYC Business Express provides comprehensive information. Visit <http://on.nyc.gov/express>.

NYC Business Solutions 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."

NYC

Please provide feedback on this guide
<http://on.nyc.gov/guidesurvey1>

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