



**The City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 437-0500 · Fax (646) 500-7096

**RENEWAL APPLICATION**  
**FOR TRADE WASTE REMOVAL LICENSE**  

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**INSTRUCTIONS FOR MICRO-HAULER ORGANIC WASTE LICENSE**  
**RENEWAL**

**THE RENEWAL APPLICATION MUST BE RECEIVED BY THE  
COMMISSION BY NO LATER THAN 4:00 P.M. ON THE BUSINESS DAY  
BEFORE THE EXPIRATION DATE OF THE LICENSE**

**PLEASE READ THESE INSTRUCTIONS AND ALL QUESTIONS CAREFULLY  
AS THE APPLICATION HAS RECENTLY BEEN REVISED**

Attached is the renewal application for a license to operate as a trade waste removal business. The applicant must answer all questions. Applications which have not been completed properly may be denied as incomplete or returned to the applicant without being processed or deemed submitted. Applications should be submitted directly to the Licensing Unit.

**Renewal Application**

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Each page of the application **must contain in the lower left-hand corner the applicant's Business Integrity Commission license number and be numbered sequentially** as "Page \_\_\_\_ of \_\_\_\_ pages" (for example, "Page 1 of 8 pages").

Applicants requiring additional space to complete any answer must attach additional pages to the application. Indicate on the top of each additional page the question number to which the page relates. The schedules attached to the application may be photocopied if additional schedule pages are needed. All additional pages must be identified in the lower left-hand corner with the applicant's Business Integrity Commission license number and be numbered sequentially like the rest of the application.

Each applicant is under a continuing duty to update the information in its initial application for a trade waste removal license. Answers to questions marked with an asterisk (\*) in the initial application must be updated if there have been any changes to the answers since the submission of the initial application. Any change in the answer to such a question must be provided to the Commission in writing by no later than ten days after the change occurs. The applicant's continuing duty begins upon the submission of the initial application and extends throughout the initial license term and any renewal terms.

## **Trucks**

The Business Integrity Commission issues two conveyance plates for each vehicle covered under a license and for which a fee has been paid. These plates are assigned to a particular vehicle with the specific VIN number and state motor vehicle plates. Business Integrity plates are not transferable.

**Note: All Commission issued conveyance plates issued for vehicles that have been sold or salvaged, must be immediately returned to the Commission. Also, Commission issued conveyance plates must be immediately returned to the Commission upon the sale, dissolution, suspension or discontinuance of a license.**

## **Documents to be Submitted with the Renewal Application**

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In addition to **(1) ORIGINAL AND (1) COPY** of the completed renewal application, two (2) copies of the following documents must also be submitted:

- Employee/Agent (managerial employee) disclosure forms for any new employees or agents; (ORIGINAL AND ONE COPY)
  1. Current vehicle registration (must be in company name) and the insurance identification card for each vehicle used to collect, transport or dispose of waste.
  2. Proof of Automobile Liability insurance (certificate of liability) covering vehicles with limits of no less than \$500,000 combined single limit per accident naming the Business Integrity Commission as the certificate holder.
  3. Proof of workers' compensation/employer's liability insurance as required under the laws of the state of New York naming the New York City Business Integrity Commission as the certificate holder, or proof of exemption from coverage.
  4. Proof of Commercial General Liability insurance (naming the Business Integrity Commission as the certificate holder and additional insured) with liability limits of no less than one million dollars (\$1,000,000)
  5. **A clear copy of each vehicle operator's driver's license.** For all vehicle operators whose driver's licenses are not issued by New York State, you must provide an official driving record (abstract) from the state of issuance.
  6. Fee calculated as follows:  
**Trade Waste Removal Micro-Hauler Organic Waste License Fee of \$600 plus \$500 per vehicle and a separate check in the amount of \$100 for each new key employee/agent.**

### **ALL FEES NON-REFUNDABLE**

*BIC accepts credit cards,<sup>1</sup> money orders,  
and checks made payable to the "New York City Business Integrity Commission"*

**THE ORIGINAL AND ONE COPY OF THE RENEWAL APPLICATION AND TWO COPIES OF ALL REQUIRED DOCUMENTS, TOGETHER WITH THE APPLICABLE FEE(S), MUST BE SUBMITTED TO THE COMMISSION.**

**PLEASE NOTE THAT FAILURE TO SUBMIT THE COMPLETED RENEWAL APPLICATION BY THE DUE DATE INDICATED ON THE FIRST PAGE OF THE INSTRUCTIONS WILL SUBJECT THE LICENSEE TO FINES AND PENALTIES FOR FAILURE TO SUBMIT THIS RENEWAL APPLICATION ON TIME AND/OR UNLICENSED ACTIVITY.**

Certification and Release forms must be signed and notarized by each principal. Make copies of both attached forms if necessary.

**NOTE: REQUEST(S) TO WITHDRAW AN APPLICATION WILL BE EVALUATED ON A CASE BY CASE BASIS AND WILL NOT NECESSARILY BE APPROVED.**

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All applications may be submitted in person or mailed to:  
NYC Business Integrity Commission  
100 Church Street, 20<sup>th</sup> Floor  
New York, 10007

**If you have any questions about this application, please call 212-437-0555.**

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<sup>1</sup> Effective Monday, October 15, 2018, due to City-wide policy, all credit card and debit card transactions will be charged a fee of 2% of the payment amount.

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**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 437-0500 · Fax (646) 500-7096

**RENEWAL APPLICATION FOR A  
MIRCO-HAULER ORGANIC LICENSE AS A TRADE WASTE BUSINESS**

-----OFFICE USE ONLY-----

**BIC License No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Fee Received:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

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**READ THE ACCOMPANYING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.**

**Name of Licensee :** \_\_\_\_\_  
(Company Name)

**Electronic Addresses:**

**\*Website:** \_\_\_\_\_ **\*Email:** \_\_\_\_\_

**\* (Asterisk) denotes material information on the application. Any change in the material information must be reported to the Business Integrity Commission, in a notarized writing, within ten (10) business days of the change.**

**SINCE THE APPLICANT'S LICENSE WAS ISSUED OR LAST RENEWED BY THE COMMISSION:**

**\*1. Has there been any change in the business name or trade name?**  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide the old and new names and a copy of the amended Certificate of Incorporation or Certificate of Doing Business reflecting the new name.

**Old Name:** \_\_\_\_\_

**New Name:** \_\_\_\_\_

\*2. Has there been any change in the applicant's main business location, garage location, or mailing address?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide the new information:

Business location: \_\_\_\_\_ Date of Change: \_\_\_\_\_

Garage location: \_\_\_\_\_ Date of Change: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Date of Change: \_\_\_\_\_

\*3. Have there been any changes in the applicant's telephone numbers, including cellular, and fax numbers?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, identify and provide the new numbers:

Business Number: \_\_\_\_\_ Date of Change: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Date of Change: \_\_\_\_\_

Cellular Number: \_\_\_\_\_ Date of Change: \_\_\_\_\_

**\*4. Agent for Service of Process in New York City.** State the name, address, and telephone number of the person of suitable age and discretion who shall be designated as the applicant business' agent for service of process in New York City. **In order for the Commission to serve official documents regarding a license, the agent for service of process must be located within the five boroughs of New York City. The agent for service of process may be a principal of the applicant if the principal is located within the five boroughs of New York City. If the applicant is located within the five boroughs of the New York City, no agent of service of process need be designated.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

5. Name and location of organic waste processing facility to which you deliver organic waste:

\_\_\_\_\_  
\_\_\_\_\_

6. What is the estimated annual tonnage of organic waste that you will collect? \_\_\_\_\_

7. What method of transportation do you use to transport Organic Waste? Select all that apply:

☐ Bicycle

☐ Zero emissions vehicle

☐ Other, Explain \_\_\_\_\_

If your method of transportation to transport Organic Waste is by **Bicycle**, please write N/A on schedule "B" of this renewal application.

\*8. Has the applicant business or any of its principals ever been convicted of any misdemeanor or felony in any jurisdiction?

☐ Yes ☐ No

In answering this question, **DO NOT** include information regarding any criminal action or proceeding against the applicant business or any of its principals that was terminated in favor of that person or business.

If "Yes," provide the details below.

Principal or Business Name	Date of Arrest	Date of Conviction	Indictment, Docket or Index No.	Charge(s) and Sentence	Court and Jurisdiction

\*9. Are there any civil or criminal actions pending against the applicant business or any of its principals in any jurisdiction?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," provide the details below.

Principal or Business Name	Date of Filing or Arrest	Indictment, Docket or Index No.	Claims or Charge(s)	Status	Court and Jurisdiction

\*10. Has the applicant or any of the applicant's principals been charged with any civil or administrative violations by any governmental agency? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide the details below.

Licensee, or Principal Name	Agency	Date of Violation	Type and Nature of Charge(s)	Summons, Violation, or Case No.	Disposition or Status



\*11. Has the applicant or any of the applicant's principals or affiliates received a subpoena or been asked to testify before or supply any information to any court, grand jury, or legislative, administrative, or other government body concerning any matter related to the waste industry? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide the name of the licensee, principal, or affiliate, the date, the government body, and the nature of the inquiry.

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\*12. Has the applicant and its principals timely filed all tax returns and timely paid all taxes due and owing in all jurisdictions? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, provide details below, including the name of the taxpayer, the amount owed (if any), and the tax authority involved.

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## SCHEDULE A – PRINCIPALS OF APPLICANT BUSINESS

Identify all persons who are current principals of the licensee, including but not limited to directors, officers and stockholders.

	Principal #1	Principal #2
Name (First, Middle, and Last; include maiden name where applicable)		
Home Address(es)		
Home Telephone Number(s)		
Fax Number(s)		
Cellular Number(s)		
Date of Birth		
Social Security Number(s)		
Business Address(es)		
Business Telephone Number(s)		
Title or Position		
From (date) to (date)		
% of ownership		
Number of shares		
Are you a member of a union? (Yes/No)		
If "Yes," Name of Union and Title/Position Held		

**SCHEDULE A (cont'd) – PRINCIPALS OF APPLICANT BUSINESS**

	<b>Principal #3</b>	<b>Principal #4</b>
Name (First, Middle, and Last; include maiden name where applicable)		
Home Address(es)		
Home Telephone Number(s)		
Fax Number(s)		
Cellular Number(s)		
Date of Birth		
Social Security Number(s)		
Business Address(es)		
Business Telephone Number(s)		
Title or Position		
From (date) to (date)		
% of ownership		
Number of shares		
Are you a member of a union? (Yes/No)		
If "Yes," Name of Union and Title/Position Held		

## **SCHEDULE B – RENEWAL ROSTER OF VEHICLES**

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Garage Location: \_\_\_\_\_

**Instructions:** Please complete the chart below by recording the following information for each vehicle covered under the renewal application: the Department of Motor Vehicles (DMV) plate number, the State where the vehicle is registered, the VIN number, and the BIC plate number. All current vehicles must be listed.

**Side Guard Waiver:** Please check the **box** next to each vehicle that has an **approved side guard wavier** you want to **renew**.

	<b><u>DMV Plate No.</u></b>	<b><u>State</u></b>	<b><u>VIN No.</u></b>	<b><u>BIC Plate No.</u></b>	<b><u>Side Guard Waiver</u></b>
1.	_____	_____	_____	_____	<input type="checkbox"/>
2.	_____	_____	_____	_____	<input type="checkbox"/>
3.	_____	_____	_____	_____	<input type="checkbox"/>
4.	_____	_____	_____	_____	<input type="checkbox"/>
5.	_____	_____	_____	_____	<input type="checkbox"/>
6.	_____	_____	_____	_____	<input type="checkbox"/>
7.	_____	_____	_____	_____	<input type="checkbox"/>
8.	_____	_____	_____	_____	<input type="checkbox"/>
9.	_____	_____	_____	_____	<input type="checkbox"/>
10.	_____	_____	_____	_____	<input type="checkbox"/>

**Note:** All Commission issued conveyance plates issued for vehicles that have been sold or salvaged, must be immediately returned to the Commission. Also, Commission issued conveyance plates must be immediately returned to the Commission upon the sale, dissolution, suspension or discontinuance of a license.

**\* SCHEDULE C – EMPLOYEES OF LICENSEE**

**For Licensees:** Please list ALL current employees, excluding drivers (drivers will be listed on Schedule D). Place an asterisk (\*) next to any employees who have been hired within the last two years.

**For Mirco-Hauler Licensees Only:** In addition, ALL new employees in a managerial role **MUST** submit employee/agent disclosure forms.

Name: (Last, First)	Address and Telephone No.	Date of Birth (mm/dd/yyyy)	Job Title	Date of Hire (mm/dd/yyyy)	SSN #

**\* SCHEDULE D – OPERATORS OF VEHICLES**

**The applicant has completed the Driver/Helper Online Portal and it is up to date.**

☐ Check this box to affirm the Driver/Helper Online Portal is complete and up to date. Attach a Portal printout to this renewal application.

**If you have affirmed above that the Driver/Helper Online Portal is complete and up to date, do not complete the schedule below. Instead, provide a printout of the complete and up-to-date Driver/Helper Online Portal information with this renewal application.**

*NOTE: If the Driver/Helper Online Portal is incomplete, list ALL drivers on schedule D below and provide the required documents.*

**Please provide a clear copy of each vehicle operator's driver's license.** For all vehicle operators whose driver's licenses are not issued by New York State, an official driving record (abstract) from the state of issuance must be provided.

Name (Last, First & Middle)	DOB	State Issuing License	Driver's License Number	Class	Expiration Date	Date of Hire

## **CERTIFICATION**

**This certification must be completed by the applicant and all of its principals before a notary public.**

**ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS RENEWAL APPLICATION IS SUFFICIENT CAUSE FOR REVOCATION OF A TRADE WASTE LICENSE OR REGISTRATION OR DENIAL OF A TRADE WASTE RENEWAL APPLICATION AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT OR OMISSION TO CRIMINAL CHARGES.**

I, \_\_\_\_\_ (full name), being duly sworn,  
state;

that I am \_\_\_\_\_ (title) of \_\_\_\_\_;

\_\_\_\_\_ (Applicant Business Name); and

that I have read and understood the instructions accompanying the attached renewal application, including the definitions of “principal” and “affiliate” contained therein; and

that I have reviewed all of the information supplied by the Applicant in its initial license or registration application dated \_\_\_\_\_, \_\_\_\_\_, all previously provided written submissions, and all renewal applications submitted thereafter; and

that I have read and understood the questions and statements contained in the attached renewal application and its attachments, which consists of \_\_\_\_\_ pages; and

that to the best of my knowledge, the information provided in response to each question and in the attachments is full, complete and truthful; and

that the New York City Business Integrity Commission may, by any means it deems appropriate, determine the accuracy and truth of the statements made in this renewal application; and

that all the information submitted in this application is for the express purpose of inducing the Business Integrity Commission to issue the Applicant a renewal license or registration to operate a trade waste business.

\_\_\_\_\_  
(Signature of Principal)

By: \_\_\_\_\_  
(If corporation or partnership, state title)

Sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

## **RELEASE AUTHORIZATION FOR APPLICANT**

**This release authorization must be completed by the applicant and all of its principals before a notary public.**

I, \_\_\_\_\_, am the \_\_\_\_\_ and a principal of \_\_\_\_\_  
(Print Name) (Title/Position)  
\_\_\_\_\_ (the "Applicant"); I am over the  
age of 18 and I have the authority to execute this release on behalf of the applicant.

The applicant has authorized the New York City Business Integrity Commission ("Commission") to conduct an investigation into its background and the background of its principals, affiliates, agents and employees for the purpose of determining whether the applicant meets the registration standards set forth in Local Law 42 of 1996 of the City of New York.

The applicant hereby authorizes any and all of the entities and individuals described below to release to the Commission any and all information, documentary or otherwise, pertaining to the applicant and/or its principals, affiliates, agents and employees as may be requested by the Commission. Any such information may be requested by and released to any employee, agent or representative of the Commission.

The applicant hereby authorizes the release of any such information by any federal, state, local, or foreign government or agency, any private organization or entity, and/or any individual in his or her personal or professional capacity. These entities and individuals include, but are not limited to, accountants, attorneys, banks, bookkeepers, common carriers, courts, credit reporting companies, data systems management companies, educational institutions, employee benefits managers, employees of the applicant, employers of the applicant's principal(s), financial institutions, internet service providers, investigative firms, investment firms, labor unions, law enforcement agencies, media companies, motor vehicle departments, pension funds, probation departments, selective service boards, taxing authorities, telecommunications companies and utilities.

This release shall apply to any such entities and individuals wherever they may be located, within or without the City of New York, State of New York, or United States of America. They may convey information in whatever form and by whatever means requested by the Commission, whether by telephone, fax, mail, computer media or by any other means.

This release authorization is effective for a period of five years as of the date set forth below. A photocopy or facsimile of this authorization will be construed as valid as though it were the original.

In connection with the release of information pursuant to this authorization, the applicant hereby waives the benefit of any confidentiality agreement and of any privileges pertaining to confidentiality and any rights to privacy that may be accorded by federal, state or local law.

The applicant, in addition, hereby waives all liability as to the City of New York, the Commission, and its instrumentalities and agents for any and all damages that might arise in connection with the investigation of the applicant or from the release of any information resulting from such investigation, other than a willful, unlawful disclosure or publication.

**NOTICE TO ENTITIES AND INDIVIDUALS RELEASING INFORMATION:** The applicant hereby waives any right to be notified when an entity or individual releases information pursuant to this authorization and hereby authorizes the Commission to direct any such entity or individual not to provide such notification

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Signature of Principal)

By:

\_\_\_\_\_  
(If corporation or partnership, state title)



# TRADE WASTE

*We have created a checklist to help you make sure that your application is complete before you submit it.*

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Did you answer every question completely?</b> We do not accept applications with questions left blank or with “same” written to repeat an answer. | <input type="checkbox"/> Is there a completed <b>Certification and Release Authorization form</b> signed and notarized by <u>each Principal listed in Schedule A</u> ? |
| <input type="checkbox"/> <b>Disclosure Form</b> (for License applications only) needed for every new Principal or key employee listed.  | <input type="checkbox"/> <b>DMV Vehicle Registration.</b> Must be current and in the business’ name and address.   |

## Renewal Applications:

- ☐ **Insurance Cards.** Policy number must match the policy number on the Certificate of Automobile Liability Insurance.
- ☐ **Certificate of Automobile Liability Insurance.**
- ☐ **Certificate of General Liability Insurance** (for Licensees).
- ☐ **Certificate of Worker’s Compensation Insurance or Exemption from Worker’s Compensation Insurance.**

## New Applications:

- ☐ Did you include a copy of your **Certificate of Incorporation, Filing Receipt or Business Certificate filed with your County Clerk**? If your business is incorporated or registered outside of New York State, an Authority to do Business in New York State Certificate must also be submitted.
- ☐ For corporations, limited liability companies and partnerships:
  - Did you include a copy of your **Corporate or Partnership Tax Return Form** (i.e. 1120 form, 1120-S form)?
  - Sole proprietorship include copy of your tax return

All Insurance Certificates must be current and in the business’ name.  
The Business Integrity Commission must be listed as the Certificate Holder.

## Did you include payment for all appropriate fees?

**\*\*\* All Checks or money orders must be made payable to “NYC Business Integrity Commission.” Checks must be in the company’s name and signed by a Principal of the applicant business\*\*\***

- ☐ **License/Registration fee?**
- ☐ **Investigation fee** (for new License applications)? The check or money order for this fee must be separate from the license fee.
- ☐ **Fee for each truck** (for renewals only)?
- ☐ **Disclosure fees** (for License applications)? The check or money order for this fee must be separate from the license fee and truck fees.

New York City Business Integrity Commission  
100 Church Street, 20<sup>th</sup> Floor, New York, NY 10007

**Questions? Call us at 212-437-0555**

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