



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

INSTRUCTIONS

APPLICATION FOR A MICRO-HAULER ORGANIC WASTE REMOVAL LICENSE

PLEASE READ THESE INSTRUCTIONS AND ALL QUESTIONS CAREFULLY

Definitions. Definitions of terms used in the application are in Title 16-A, Chapter 1 of the Administrative Code of the City of New York (“Local Law 42”) and in Title 17, Chapter 1 of the Rules of the City of New York. Some of these definitions are in Appendix A to the application. Before completing this application, all principals of the applicant should read and familiarize themselves with Local Law 42 and the related rules. These instructions are not a substitute for a complete review and may not be relied on in lieu of the law and rules. Copies of Local 42 and the rules are available at the office of the New York City Business Integrity Commission (“Commission”) or on the Commission’s website, www.nyc.gov/bic.

Page Numbering and Identification. Each page submitted by the applicant must contain the applicant's tax identification number or social security number, if applicable, and each page must be numbered sequentially as "Page ___ of ___ pages" (e.g., if a twenty-five page application is submitted, the first page should be marked: "Page 1 of 25 pages").

Applicants Must Complete Each Question. If a question is not applicable, write "not applicable" or "N.A." The Commission may deny or return incomplete applications to the applicant without being processed. The Commission will only consider complete applications.

Material Information. Questions marked with an asterisk (*) are material information. The applicant is under a continuing obligation to update answers to these questions. Applicants must provide updated information to the Commission in writing no later than ten (10) business

days after the change occurs. The applicant's continuing obligation begins upon submission of the application and extends throughout the processing period and any licensing term.

Required Documents and Additional Space. If a question requires you to submit documentation or you need additional space to complete any answer, the applicant should attach these pages to the application. You may also copy the schedules in the application if you need additional schedule pages. The top of each additional page must indicate the question number to which the additional page relates. You must also identify each page in the lower left-hand corner with the applicant's tax identification number or social security, if applicable and number each added page sequentially like the rest of the application (e.g., "Page __ of __ pages").

Additional Voluntary Materials. In addition to the information required on this application, an applicant may submit any materials or explanations relevant to the application. If the explanations or materials relate to a question on the application, the applicant must indicate the question number to which the additional page relates. You must also identify each page in the lower left-hand corner with the applicant's tax identification number or social security, if applicable and number each added page sequentially like the rest of the application (e.g., "Page __ of __ pages").

Certification and Release. Each principal must sign the final two pages of the application (the Certification and the Release).

Disclosure Forms for Certain Employees. In addition to the application, each managerial employee must complete an Employee/Agent Disclosure form. There is a fee of \$100 for the investigation of information provided in the form.

Fingerprints and Photographs. All principals and managerial employees must be photographed and fingerprinted. After the Commission receives your complete application, the Commission will mail you information on how to schedule an appointment.

Application Fees. Application fees are due when you submit the application. The Commission will not process applications submitted without payment. Fees may be paid by credit card,¹ money order, or check made payable to the “New York City Business Integrity Commission.” All fees are non-refundable. The fees for this application are:

\$600 – Application fee

\$100 – For each Employee/Agent Disclosure form

Request to Withdraw. If at any time you would like to request to withdraw your application, you must submit a notarized letter signed by each of the applicant’s principals stating your wish to withdraw and the reason for your request. The Commission staff will evaluate your request to withdraw and may not necessarily grant your request. All fees are non-refundable.

Application Review and Approval. The Commission will review your application and may contact any of the principals, employees, or agents for additional information. The Commission will notify the applicant if the Commission approves the application and will schedule an appointment for a principal of the applicant business to appear at the Commission’s offices to sign a license order. At this appointment, a principal must bring the following (if not already submitted to the Commission):

1. 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.
2. Proof of commercial general liability insurance with liability limits of no less than \$1,000,000 per occurrence naming the Business Integrity Commission as the certificate holder and additional insured.

¹ 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.

BIC Plates for Trade Waste Vehicles. You must obtain a BIC plate for each vehicle that you plan to use to remove trade waste that also requires a state issued license plate. You must obtain BIC plates in person. You may obtain them at the same time you sign the license order. There is a \$500 plate fee for each vehicle. Payment may be made by credit card,² money order, or check made payable to the “New York City Business Integrity Commission.” At this appointment, you must pay the required vehicle plate fee and provide the Commission a copy of the following for each vehicle:

1. Vehicle registration and insurance cards.
2. Proof of automobile liability insurance of no less than \$500,000 combined single limit per accident for all vehicles naming the Business Integrity Commission as the certificate holder. If you utilized excess or umbrella insurance policies, you must also submit the schedule of underlying insurance or similar document.

ALL FEES NON-REFUNDABLE

THE APPLICANT MUST SUBMIT AN ORIGINAL PLUS ONE COPY OF THE APPLICATION AND ONE COPY OF ALL ATTACHED DOCUMENTS.

All applications may be submitted in person or mailed to:

**NYC Business Integrity Commission
100 Church Street, 20th Floor
New York, 10007**

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

² 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
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**APPLICATION FOR A
 MICRO-HAULER ORGANIC WASTE REMOVAL LICENSE**

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

APPLICATION #: _____ DATE RECEIVED: _____

RECEIVED BY: _____

PART I – APPLICANT BUSINESS IDENTIFYING INFORMATION

*1. Name of applicant business.

Business Name: _____

Trade Name: _____

*2. Main Office Address: _____

*3. Mailing Address: _____

*4. Garage Address: _____

*5. Business telephone number(s): _____ Fax Number: _____

*6. Cellular Number(s): _____

*7. Electronic Addresses:

*Website: _____ *E-mail Address: _____

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

Tax ID or SSN: _____

***8. Agent for Service of Process in New York City.** Provide the name, address, and telephone number of the person of suitable age and discretion that you designate as the applicant business' agent for service of process in New York City. **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 business if the principal is located within the five boroughs of New York City. If the applicant business' main office address is located within the five boroughs of the New York City, no agent of service of process need be designated. The address may not be a post office box.**

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

9. Type of Organization (check one):

- a. _____ Corporation. **Attach a copy of the Certificate of Incorporation filed with the Secretary of State. If the applicant is incorporated outside of New York State, also attach a certified copy of the Authority to Do Business certificate issued by the New York Secretary of State.**
- b. _____ Limited Liability Company (LLC). **Attach a copy of the Articles of Organization filed with the Secretary of State. If the applicant is organized outside of New York State, also attach a certified copy of the Authority to do Business certificate issued by the New York Secretary of State.**
- c. _____ Sole Proprietorship (the applicant is not a legal entity and does business under the name of a principal or under an assumed name). **Attach a certified copy of the Certificate of Doing Business filed with the County Clerk in the county in which the business is located.**
- d. _____ Partnership. **Attach a copy of the current partnership agreement and Certificate of Partnership, certified by the County Clerk in the county in which the business is located.**
- e. _____ If not one of the above, describe the applicant business's organization.

10. Provide the applicant business' tax identification number. If a partnership or sole proprietorship, provide the social security numbers of all principals.

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

Tax ID or SSN: _____

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

Bicycle

Zero emissions vehicle

Other, Explain _____

13. What is the estimated annual tonnage of organic waste that you will collect? _____

14. Has the applicant business or any of its principals ever been a member of a trade association related to the waste industry (including but not limited to waste removal companies, transfer stations, recycling centers, and landfills)?

Yes No

If "Yes," provide the following information:

Name and Address of Trade Association	Name of Applicant Business' Representative	Dates of Membership	Office Held in Trade Association

*15. 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

Tax ID or SSN: _____

*16. 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

17. During the past ten (10) years, has the applicant business or any of its principals been found in violation of the laws or regulations of any municipal, state or federal agency relating to the conduct of the applicant's business where the penalty imposed for the violation resulted in the suspension or revocation of the applicant business' license, permit or registration, the imposition of a fine of \$5,000 or more, or the imposition of an injunction of six months or more?

_____ Yes _____ No

If "Yes," provide the details below.

Principal or Business Name	Agency or Court and Docket No.	Nature of the Violation	Outcome

*18. During the past five (5) years, has the applicant business or any of its principals:

a. been the subject of any criminal or civil investigation by a federal, state, or local prosecutor agency, investigative agency or regulatory agency?

_____ Yes _____ No

b. received a subpoena for documents or to testify before any court, grand jury, or legislative, civil, criminal or administrative body involving any criminal or civil matter?

_____ Yes _____ No

If you answered “Yes” to any of the questions in 18 (a) - (b), provide the below requested information:

Principal or Applicant Involved	Agency or Court and Docket No.	Nature of Action/ Investigation/ Case	Charges Brought, if any	Status or Outcome

19. **Real Property Owned by the Applicant Business or any of its Principals.** List each direct or indirect interest in real property (other than a primary residence) currently held by applicant business or any of its principals. If none, state “none.”

Address	Person or Entity from Whom Acquired	Co-owners’ Names and Addresses

Tax ID or SSN: _____

20. **Debt Held by Applicant Business or Principals.** List all outstanding loans made or outstanding notes held by applicant business or any of its principals in excess of \$5,000. (This refers to money that is owed to the applicant business or any of its principals. It includes, but is not limited to, notes on routes or trade waste removal businesses that have been sold to others.) If none, state "none."

NAME AND ADDRESS OF DEBTOR	ORIGINAL AMOUNT AND DATE OF LOAN	APPROXIMATE BALANCE OUTSTANDING

21. **Applicant Business or Principal Debt.** Does the applicant business or any of its principals have any debt in excess of \$5,000, including, but not limited to, loans, lines of credit, notes due on routes or trade waste removal companies purchased, and mortgages on real property (other than a primary residence)?

_____ Yes _____ No

If "Yes," provide the requested information below.

DEBTOR	NAME AND ADDRESS OF CREDITOR	ACCOUNT NO.	AMOUNT OF DEBT	NAME & PHONE # OF LOAN OFFICER

*22. Has the applicant business paid all federal, state, and local income taxes related to the business for the three tax years preceding the date of this application?

_____ Yes _____ No

If "No," provide an explanation below. If applicant business is contesting such taxes in a pending judicial or administrative proceeding, attach the relevant documentation.

Tax ID or SSN: _____

23. **Gifts Given to Applicant Business or Principals.** Identify all persons or entities from whom the applicant business or any of its principals has received gifts valued at \$1,000 or more during the past three (3) years. If none, state "none."

SOURCE OF GIFT	RECIPIENT	RELATIONSHIP OF SOURCE OF GIFT TO RECIPIENT	NATURE AND AMOUNT OF GIFT	DATE OF GIFT

24. **Gifts Given by Applicant Business or Principals.** Identify all persons or entities to whom/which the applicant business or any principal of the applicant business has given gifts valued at \$1,000 or more during the past three (3) years, excluding any organization recognized by the Internal Revenue Service under section 501(c)(3) of the Internal Revenue Code. If none, state "none."

RECIPIENT	IDENTIFY PRINCIPAL WHO GAVE GIFT -- IF APPLICANT BUSINESS, SO STATE	RELATIONSHIP OF RECIPIENT TO APPLICANT BUSINESS OR PRINCIPAL	NATURE AND AMOUNT OF GIFT	DATE OF GIFT

Tax ID or SSN: _____

25. Name of the person who prepared or assisted in the preparation of this application. If not a current principal, disclose the person's address.

Name: _____

Address: _____

***26. Principals -- SCHEDULE A.** On Schedule A, identify all individuals who are principals of applicant business and provide the information requested.

27. Principals of Predecessor Trade Waste Business – SCHEDULE B. On Schedule B, identify all individuals not already identified on Schedule A who were principals of any predecessor trade waste business to the applicant business and provide the information requested.

28. Holders of Beneficial Interest – SCHEDULE C. On Schedule C, identify all individuals not already identified on Schedule A who have a beneficial interest in the applicant business, and disclose the information requested.

29. Other Trade Waste Interests – SCHEDULE D. On Schedule D, identify if the applicant business or any of its principals holds an equity or debt interest in any business that collects, transfers, treats, stores, recycles, processes or disposes of trade waste. Include any and all such business interests, including transfer stations, located in any state, territory or district of the United States, or in any foreign country, but do not include stock ownership in publicly traded companies.

***30. Employees of Applicant Business – SCHEDULE E.** On Schedule E, identify all employees of the applicant business and provide the requested information.

***31. Operators of Vehicles – SCHEDULE F.** On Schedule F, identify each individual who will operate a zero emissions vehicle transporting organic waste for the applicant business and provide the requested information. **You must also 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, you must provide an official driving record (abstract) from the state of issuance.**

***32. Vehicles – SCHEDULE G.** For each vehicle used to transport trade waste for the applicant's business, disclose the information requested **and attach a copy of each vehicle registration card, insurance card.**

SCHEDULE A – PRINCIPALS OF APPLICANT BUSINESS

	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		

Tax ID or SSN: _____

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

	Principal #3	Principal #4
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		

Tax ID or SSN: _____

SCHEDULE B – PRINCIPALS OF PREDECESSOR TRADE WASTE BUSINESS

	Principal #1	Principal #2
Name of Predecessor Trade Waste Business		
Business Address(es)		
Business Telephone Number(s)		
Principal Name (First, Middle, and Last; include maiden name where applicable)		
Principal Home Address(es)		
Home Telephone Number(s)		
Cellular Number(s)		
Date of Birth		
Social Security Number(s)		
Title or Position		
% of ownership		
From (date) to (date)		

Tax ID or SSN: _____

SCHEDULE B (cont'd) – PRINCIPALS OF PREDECESSOR TRADE WASTE BUSINESS

	Principal #1	Principal #2
Name of Predecessor Trade Waste Business		
Business Address(es)		
Business Telephone Number(s)		
Principal Name (First, Middle, and Last; include maiden name where applicable)		
Principal Home Address(es)		
Home Telephone Number(s)		
Cellular Number(s)		
Date of Birth		
Social Security Number(s)		
Title or Position		
% of ownership		
From (date) to (date)		

Tax ID or SSN: _____

**SCHEDULE C – HOLDERS OF A BENEFICIAL INTEREST
IN THE APPLICANT BUSINESS**

	Beneficial Holder #1	Beneficial Holder #2
Name (first, middle and last) Also include maiden name where Applicable		
Home Address		
Home Telephone Number		
Cellular Number		
Date of Birth		
Social Security Number		
Name of Employer and Address of (if applicable)		
Employer Telephone Number		
If Employed by Applicant, State Job Title and Dates During Which Job Was Held		
Nature and Percentage of Beneficial Interest in Applicant Business		
How Beneficial Interest Was Acquired (i.e. purchase & purchase price, inheritance, etc.)		

Tax ID or SSN: _____

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**SCHEDULE C (cont'd) – HOLDERS OF A BENEFICIAL INTEREST
IN THE APPLICANT BUSINESS**

	Beneficial Holder #3	Beneficial Holder #4
Name (first, middle and last) Also include maiden name where Applicable		
Home Address		
Home Telephone Number		
Cellular Number		
Date of Birth		
Social Security Number		
Name of Employer and Address of (if applicable)		
Employer Telephone Number		
If Employed by Applicant, State Job Title and Dates During Which Job Was Held		
Nature and Percentage of Beneficial Interest in Applicant Business		
How Beneficial Interest Was Acquired (i.e. purchase & purchase price, inheritance, etc.)		

Tax ID or SSN: _____

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**SCHEDULE D – OTHER TRADE WASTE BUSINESS INTERESTS
OF APPLICANT BUSINESS OR ANY OF ITS PRINCIPALS**

	Business #1	Business #2	Business #3	Business #4
Other Trade Waste Business Name				
Other Trade Waste Business Address				
Other Trade Waste Business Phone Number				
Equity, Debt, or Other Interest (if “other,” explain type of interest)				
Period Equity, Debt or Other Interest Held				
Amount of Debt Held				
% of Total Equity				

CERTIFICATION

This certification must be completed by the applicant’s current principals before a notary public.

ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF THE APPLICATION OR REVOCATION OF A TRADE WASTE LICENSE, THEREBY PRECLUDING THE APPLICANT FROM DOING BUSINESS AS A PRIVATE CARTER IN NEW YORK CITY. IN ADDITION, SUCH FALSE SUBMISSION MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I, _____, being duly sworn, state:
(Full Name)

that I am _____ of _____; and
(Title/Position) (Applicant Name)

that I have read and understood the questions contained in the attached 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 or the New York City Department of Investigation may, by any means they deem appropriate, determine the accuracy and truth of the statements made in this application; and that all the information submitted is for the express purpose of inducing the Business Integrity Commission to issue the applicant a license to operate a trade waste business as contained within Local Law 42.

(Signature of Principal)

By: _____
(If corporation or partnership, state title)

Sworn to before me

this _____ day of _____, 20_____

Notary Public

Tax ID or SSN: _____

RELEASE AUTHORIZATION FOR APPLICANT

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 licensing 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 fax 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.

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)

APPENDIX A DEFINITIONS

"Applicant" shall mean, if a business entity submitting an application for a license, permit or registration, the entity and each principal thereof.

"Beneficial Interest" shall mean profit, benefit or advantage resulting from a business regardless of whether the person who enjoys such profit, benefit or advantage holds formal ownership or title in the business.

"Micro-hauler" shall mean any person that does not dispose of waste at a solid waste transfer station and either: (1) collects less than 2600 tons of source separated organic waste from commercial establishments per year and collects such waste exclusively using bicycles; or (2) collects less than 500 tons of source separated organic waste from commercial establishments per year and collects such waste using exclusively a zero emissions vehicle that has a gross vehicle weight rating of not more than 14,000 pounds.

"Position" in a trade association shall mean an officer, member of the board of directors, partner, trustee, shareholder holding ten percent or more of the outstanding shares of stock in such association, or administrator, business agent or other status involving participation directly or indirectly in the management or control of such association.

"Predecessor Trade Waste Business" shall mean any business engaged in the removal, collection or disposal of trade waste in which one or more principals of the applicant were principals in the five-year period preceding the application.

"Principal" shall mean, of a sole proprietorship, the proprietor; of a corporation, every officer and director and every stockholder holding ten percent or more of the outstanding shares of the corporation; of a partnership, all the partners; if another type of business entity, the chief operating officer or chief executive officer, irrespective of organizational title, and all persons or entities having an ownership interest of ten percent or more; **AND WITH RESPECT TO ALL BUSINESS ENTITIES, ALL OTHER PERSONS PARTICIPATING DIRECTLY OR INDIRECTLY IN THE CONTROL OF SUCH BUSINESS ENTITY.** Where a partner or stockholder holding ten percent or more of the outstanding shares of a corporation is itself a partnership, or a corporation, a "principal" shall also include the partners of such partnership or the officers, directors and stockholders holding ten percent or more of the outstanding shares of such corporation, as is appropriate. For the purposes of this chapter (1) an individual shall be considered to hold stock in a corporation where such stock is owned directly or indirectly by or for (i) such individual; (ii) the spouse of such individual (other than a spouse who is legally separated from such individual pursuant to a judicial decree or an agreement cognizable under the laws of the state in which such individual is domiciled); (iii) the children, grandchildren and parents of such individual; (iv) a corporation in which any of such individual, the spouse, children, grandchildren or parents of such individual in the aggregate own fifty percent or more in value of the stock of such corporation; (2) a partnership shall be considered to hold stock in a corporation where such stock is owned, directly or indirectly, by or for a partner in such partnership; and (3) a corporation shall be considered to hold stock in a corporation that is an applicant as defined in this section where such corporation holds fifty percent or more in value of the stock of a third corporation that holds stock in the application corporation.

Notwithstanding any provision of the above paragraph, in the case of an applicant which is a regional subsidiary of or otherwise owned, managed by or affiliated with a business that has national or international operations, "principal" shall also include any person not employed by the applicant who has direct management supervisory responsibility for the operations or performance of the applicant; and the chief executive officer, chief operating officer and chief financial officer or any person exercising comparable responsibilities and functions, of any regional subsidiary or similar entity of such business.

"Trade Association" shall mean an entity having as a primary purpose the promotion, advancement or self-regulation of businesses that remove, collect or dispose of trade waste, including but not limited to a corporation,

unincorporated association, partnership, trust or limited liability company, whether or not such entity is organized for profit, not-for-profit, business or non-business purposes.

"Trade Waste" or "Waste" shall mean: all putrescible and non-putrescible materials or substances, except as described below, that are discarded or rejected by a commercial establishment required to provide for the removal of its waste pursuant to section 16-116 of the administrative code of the city of New York as being spent, useless, worthless or in excess to the owners at the time of such discard or rejection, including but not limited to garbage, refuse, street sweepings, rubbish, tires, ashes, contained gaseous material, incinerator residue, construction and demolition debris, medical waste, offal and any other offensive or noxious material. Such term shall also include recyclable materials as defined in section 16-303 of the administrative code that are generated by such commercial establishments.

The following are not "trade waste" or "waste" for purposes of this Application: sewage; industrial wastewater discharges; irrigation return flows; radioactive materials that are source, special nuclear or by-product material as defined by the Atomic Energy Act of 1954, as amended, 42 U.S.C. § 2011 et seq.; materials subject to in-situ mining techniques which are not removed from ground as part of the extraction process; and hazardous waste as defined in section 27-0901 of the New York State environmental conservation law.

MICRO-HAULER LICENSE APPLICATION CHECKLIST

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

- Did you answer every question completely?** We do not accept applications with questions left blank or with “same” written to repeat an answer.
- Disclosure Form.** Needed for every managerial employee listed.
- Is there a completed **Certification and Release Authorization form** signed and notarized by each Principal listed in Schedule A?
- DMV Vehicle Registration.** Must be current and in the business’ name and address.

Renewal Applications:

New 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.**
- Certificate of Worker’s Compensation/Employer’s Liability Insurance or Exemption from Worker’s Compensation Insurance.**
- 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*****

- Application fee?**
- Fee for each truck?**
- Disclosure fees?** 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, 20th Floor, New York, NY 10007

Questions? Call us at 212-437-0555

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