



**DEPARTMENT OF CONSUMER AND
WORKER PROTECTION (DCWP)
LICENSING CENTER**

42 Broadway, Lobby
New York, NY 10004

By Appointment Only Hours:

Monday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

**NYC SMALL BUSINESS
SUPPORT CENTER**

90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

By Appointment Only Hours:

Tuesday, Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

COVID-19 ALERT

For health and safety reasons, the DCWP Licensing Center and NYC Small Business Support Center cannot serve walk-ins, but you can schedule an appointment to submit your license application in person. See **Application Filing Process** section.

Note: As in-person service is limited, we encourage you to use our online service which is available 24/7 at nyc.gov/BusinessToolbox.

Retail Laundry License Application Checklist

Who Must Have a Retail Laundry License?

A business must have a Retail Laundry license if it:

- Provides laundry services to the general public; OR
- Stores or collects laundry for laundry services for the general public; OR
- Stores or collects laundry for delivery for the general public; OR
- Offers self-service laundry machinery for direct use by the general public.

“Laundry services” means washing, drying, starching, or ironing laundry for a fee. “Laundry services” does not include dry cleaning.

The following do NOT need a Retail Laundry license:

- Laundry facilities of any hospital AND
- Laundry facilities of any residence intended for use exclusively by the owners, tenants, or occupants of the residence

This description is only a general explanation of who must have a Retail Laundry license.

See next page for Quick List of Requirements to Apply for a Retail Laundry License.

Quick List of Requirements to Apply for a Retail Laundry License

See *Requirements* section for detailed descriptions. Make sure you provide all requirements; otherwise, your application is incomplete. DCWP can only consider complete applications for license issuance.

- Basic License Application
- Retail Laundry Self-Certification (*to be completed by Owner*)
- Sales Tax Identification Number OR Application Confirmation Number
- Copy of Surety Bond (or Third Party Bond), properly signed
- Granting Authority to Act Affirmation (*if applicable*)
- License Fee

Submitting your application does not mean your license is automatically approved.

Application Filing Process



Go to www.nyc.gov/BusinessToolbox to submit your application online using a laptop or desktop computer only.

OR



Schedule an appointment to file in person at the DCWP Licensing Center or NYC Small Business Support Center (addresses on page 1).

By Email: LicensingAppointments@dca.nyc.gov

By Phone*: Call (212) 436-0441. (Monday - Friday, 8 a.m. - 4 p.m.)

*This number is to schedule an appointment for in-person service only. For general questions, email onlineappsdocs@dca.nyc.gov.

Free Interpretation Services are available on-site. To request a disability-related accommodation, please email DCWP's Americans with Disabilities Act (ADA) Coordinator at humancapital@dca.nyc.gov or visit nyc.gov/dcwp and search "accommodations."

Important Message about Business Certificate

You must have the applicable Business Certificate based on your business's legal structure. Although DCWP does not require submission of your Business Certificate in order to process your application, DCWP may request this document under section 20-104 of the New York City Administrative Code.

Sole proprietors operating under a name other than your own must have a Business/Assumed Name Certificate.

Partnerships must have a Partnership Certificate and, if applicable, an Assumed Name Certificate for your business.

Corporations, Limited Partnerships, Limited Liability Companies, or Limited Liability Partnerships must register and remain active with the New York State Division of Corporations. You can check your status at www.dos.ny.gov/corps.

Requirements

DCWP will deny your application if you do not submit these required documents and information:

- **Basic License Application** (attached).
- **Retail Laundry Self-Certification** (attached).
The owner (e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock) must complete the Self-Certification.
- **Sales Tax Identification Number OR Application Confirmation Number.**
To apply for a Certificate of Authority in order to collect sales tax, visit www.businessexpress.ny.gov.
- **Copy of Surety Bond (or Third Party Bond), properly signed.**
The bond must:
 - Name the City of New York as the Obligee. AND
 - Include the same corporate name, Doing-Business-As (DBA) name (if any), and premises address as your license application. AND
 - Cover the licensing period.
 - Be in the below amount, which depends on the number of employees your business has.
 - 0 to 25 employees: \$500
 - 26 to 50 employees: \$1,500
 - 51 to 75 employees: \$2,500
 - 76 to 125 employees: \$3,000
 - 126 or more employees: \$5,000

A list of bonding companies is available at nyc.gov/dcwp. Search “bonding companies.” The list on the DCWP website is not exhaustive, and DCWP does not endorse or recommend any particular bonding company.

- **Granting Authority to Act Affirmation** (attached).
Required if someone other than the license applicant will prepare and submit this application.

Note: The applicant must sign the license application and all related forms.

- **License Fee.**

Retail Laundry License								
License Term:		2 years						
License Expiration Date: December 31, Odd years								
If You File Your Application Between These Dates:	Your License Fee is (determined by # of employees):							
	0-5 A	6-10 B	11-25 C	26-50 D	51-75 E	76-100 F	101-125 G	126+ H
From January 1 in an even year to June 30 in an even year	\$340	\$490	\$740	\$1,240	\$1,740	\$1,990	\$2,240	\$2,740
From July 1 in an even year to December 31 in an even year	\$255	\$368	\$555	\$930	\$1,305	\$1,493	\$1,680	\$2,055
From January 1 in an odd year to June 30 in an odd year	\$170	\$245	\$370	\$620	\$870	\$995	\$1,120	\$1,370
From July 1 in an odd year to December 31 in an odd year	\$85 OR *\$425	\$122 OR *\$612	\$185 OR *\$925	\$310 OR *\$1,550	\$435 OR *\$2,175	\$497 OR *\$2,487	\$560 OR *\$2,800	\$685 OR *\$3,425

*If you are applying within six months of the license expiration date, you can pay the prorated fee for the remaining license term plus the full fee to renew the license for the next term. If you pay both fees, you will not need to renew the license until the end of the next license period.

Pay by:

- Check or money order payable to DCWP. (*In person*)
- Credit card (Visa, MasterCard, American Express, Discover Card only). You will be charged a nonrefundable Convenience Fee. (*In person or online*)

Additional Resources for Retail Laundries

- For the laws and rules that may affect your business, visit nyc.gov/BusinessToolbox.
- For **Inspection Checklist: Laundry Services**, visit nyc.gov/BusinessToolbox.
- For resources to help your business open, operate, and grow, visit nyc.gov/business.