



Resource List for Summer Camp Permit Applicants

Bureau of Child Care Borough Offices

For any questions, contact the office in the borough where your camp is located. Walk-in hours at all offices are Tuesday through Thursday, 9 a.m. to 4 p.m., or by appointment. For more information, visit nyc.gov/health/camps or email campinfo@health.nyc.gov.

Bronx Office

1309 Fulton Ave., Fourth Floor
Bronx, NY 10456
(corner of East 169th Street)
Telephone: 646-632-6100
Fax: 347-396-8959

Brooklyn Office

195 Montague St., Fourth Floor
Brooklyn, NY 11201
(between Court and Clinton streets)
Telephone: 646-632-6100
Fax: 347-396-8957

Manhattan and Staten Island Office

125 Worth St., Ninth Floor, Room 916, Box 40
New York, NY 10013
(corner of Lafayette and Centre streets)
Telephone: 646-632-6100
Fax: 347-396-8953

Queens Office

90-27 Parsons Blvd., Third Floor
Jamaica, NY 11432
(between 90th and Jamaica avenues)
Telephone: 646-632-6100
Fax: 347-396-8955

Administrative Office

125 Worth St., Room 315
New York, NY 10013
(corner of Lafayette and Centre streets)
Telephone: 646-632-6100
Fax: 347-396-8054

How To Search or Apply for a Certificate of Occupancy or Letter of No Objection

Requests for a new [Certificate of Occupancy](#) (CO) must be submitted through the [NYC Department of Buildings](#). To search for an existing CO or a temporary CO, visit the Buildings Information System at a810-bisweb.nyc.gov/bisweb/bsqpm01.jsp.

To request or update a [Letter of No Objection](#) (LNO), contact or visit the NYC Department of Buildings borough office (available at nyc.gov/site/buildings/dob/office-locations.page) where the property is located.

How To Get an NYC Fire Department Certificate of Fitness

Certain certificates of fitness are required for operators to conduct camps in NYC. One employee at a camp program must hold a Certificate of Fitness for Fire Alarm Systems and Other Related Systems (also called an S-95) and a Certificate of Fitness for the Fire and Emergency Drill Conductor (also known as an F-07/W-07). The NYC Fire Department (FDNY)

issues certificates of fitness by providing written examinations to applicants. These certificates are valid for three years and must be renewed by the expiration date through payment of the renewal fee to the FDNY.

For more information, visit nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page or call 718-999-1988 or 718-999-2504.

Scheduling a Fire Safety Inspection

Before a permit is issued, summer camps must receive a fire safety inspection from the FDNY Public Buildings Unit. Once your CO or LNO is approved, you will be notified to request a fire safety inspection online at fires.fdnyccloud.org/CitizenAccess/Default.aspx. When prompted, enter your Day Care Identification (DCID) number in the Project Information Box.

For help scheduling your fire safety inspection online, call **311** and ask for “FDNY Business Support,” call 718-999-2411, or email fdny.businesssupport@fdny.nyc.gov.

Official New York State Sex Offender Registry

Article 13-B of the New York Public Health Law requires children’s summer camp operators to determine whether an employee or volunteer is listed on the Official New York State Sex Offender Registry. Operators must complete checks of the registry prior to the day the employee or volunteer starts work at the camp and every year after. This law applies to all children’s summer camps (including day, traveling, and overnight camps) and all prospective employees and volunteers at the camps, regardless of their job title, job responsibilities, or employment status (full-time or part-time).

For more information, call 518-417-3384 or visit criminaljustice.ny.gov/nsor.

National Sex Offender Registry

New York Public Health Law and General Business Law require children’s summer camp operators to check if an employee or volunteer is listed on the National Sex Offender Registry. You are required to complete the search prior to the start date for any employee or volunteer. Documentation of the search must be maintained for review by the NYC Health Department. This can be done by clicking on Print View when the results of the search are displayed. A search may identify records of individuals who share a name with the employee or volunteer. It is the camp operator’s responsibility to review any records generated and verify that the employee or volunteer is not any of the individuals identified by the search. If there are multiple pages of records, printing the first page and making a notation that all records were reviewed is considered adequate documentation (the first page should specify the name checked and the date and time of the search).

Operators can perform a search by:

1. Going to the U.S. Department of Justice’s National Sex Offender Public Website at nsopw.gov.
2. Enter the individual’s first and last name in the Search by Name field, then click on Name Search.
3. After agreeing to the conditions of use and entering the captcha, you will see the results of your search. The results will indicate that a national search including all states and

territories was performed.

Food Protection Certificate

At camps where food is catered and delivered in bulk quantities or prepared on-site, a supervisor of food preparation and service must have a certificate for the 15-hour Food Protection Course. For more information, visit nyc.gov/site/doh/business/health-academy/food-protection-online-free.page (online course) or nyc.gov/site/doh/business/health-academy/food-protection-classroom.page (in-person course).

If food is catered and served in individual packaging, or if food is transported to a camp from NYC Public Schools' Summer Meals Program, a supervisor must have a certificate for the four-hour Food Protection Course for Soup Kitchen and Summer Camp Workers. For more information, visit nyc.gov/site/doh/business/health-academy/food-protection-for-soup-kitchen-and-summer-camp-workers.page or call 646-364-0771.

Additional Resources

Other NYC Agencies

For information about government services, call **311**, or 212-NEW-YORK (212-639-9675) if you are outside of NYC, or visit nyc.gov/311.

NYC Health Department's Office of Public Health Engineering

For information about getting safety approval for a campground swimming pool, email phe@health.nyc.gov.

NYC Department of Youth and Community Development's Summer Youth Employment Program

For information about becoming a worksite for summer youth workers, call 800-246-4646.

NYC Public Schools' Summer Meals Program

For information about the program, call 718-707-4382, 718-707-4383, or 718-707-4387.

New York State Workers' Compensation Board

For information about getting workers' compensation and disability insurance for paid workers, call 877-632-4996 or visit wcb.ny.gov.

Mandated Reporter Resource Center Training Course

For a free online training on child abuse and maltreatment, visit nysmandatedreporter.org/TrainingCourses.aspx.

Child Abuse

As a mandated reporter, you are legally required to report suspected child abuse or maltreatment. Mandated reporters include school staff, medical professionals, child care providers, and camp directors.

For more information, visit bit.ly/nys-mandated-reporters. To report suspicions of child abuse or neglect, call 800-635-1522 or **311**. If a child is in immediate danger, call **911**.