

NYC Starter Guide to Opening Your HEALTH CLUB / STUDIO

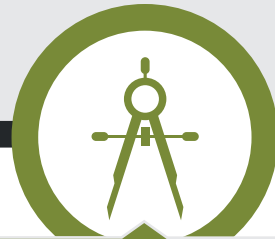


CREATE YOUR BUSINESS

- **Plan your business.** NYC Business Solutions offers free support. They can help you comply with government requirements, save money through incentives, and reach your first customers. Learn more at nyc.gov/bizsolutions.
- **Register your business.** LLCs, Corporations, and LPs register with NY State (on.nyc.gov/state). General Partnerships and Sole Proprietorships register with the County Clerk (on.nyc.gov/clerk).
- **Apply for an Employer Identification Number (EIN)**, also known as a Federal Tax ID. This tracks your business for taxes. If you are a sole proprietor, you may be able to use your Social Security Number instead. Visit on.nyc.gov/ein.
- **Apply for a Certificate of Authority**, or Sales Tax ID, from NY State Department of Taxation and Finance in order to sell products and services. Apply early to avoid delays receiving other permits. Learn more at on.nyc.gov/taxid.
- **Research required insurance**, such as workers' compensation insurance. Some are needed for permits and licenses. Learn more at on.nyc.gov/bizinsurance.

i Health clubs that offer memberships may need to take out bonds, which are used to repay customers if the club closes. Learn more at on.nyc.gov/NYShealthclub.

🚩 Comply with wage laws to avoid costly fines. Learn more at on.nyc.gov/wage.



PLAN YOUR SPACE

- **Find a location** for your business, considering your customer base, competition, and other factors. NYC Business Solutions can help you analyze your market. Learn more at nyc.gov/bizsolutions.
- **Petition for a permit to operate at your location.** Health clubs must obtain a **Physical Culture Establishment Permit** from the NYC Board of Standards of Appeals. Learn more at nyc.gov/bsa.
- **Consult a design professional** to make sure the space complies with building and operating codes and to plan any changes. Make sure your architect or contractor is licensed at on.nyc.gov/hireDOBpro.
- **Sign your lease.** Before signing, talk to a lawyer to make sure the agreement is good for you. Get free legal advice at on.nyc.gov/bizlegaladvice.

i Taking over a former club's space can save construction time and costs if it was in compliance.

i Cosmetic changes can add time and paperwork, so consider how each change affects your timeline.

i Historic districts and buildings are regulated in ways that slow or limit changes in the design or use of the space. Learn more at on.nyc.gov/landmarks.

Use this guide to help you plan your way to success. Get started today at nyc.gov/BusinessExpress.



APPLY FOR CONSTRUCTION PERMITS

- **Have your licensed professional draw plans for proposed changes.** The space proposed must comply with regulations from the NYC Department of Buildings, NYC Department of Health, and Fire Department. Find a professional at on.nyc.gov/hireDOBpro.
- **Submit plans and required documents.** Only a registered architect or professional engineer may submit plans to the NYC Department of Buildings.
- **Monitor the status of your job's approval** on NYC Department of Buildings BISWeb at on.nyc.gov/bis.

i Digital plan submissions and review saves time. Have your professional use the NYC Development Hub, including for Pro-Cert. Learn more at on.nyc.gov/hub.

i Professional Certification or "Pro-Cert" could save you weeks in receiving permits. Pro-Cert allows a professional to self-certify projects without initial review from NYC Department of Buildings. Learn more at on.nyc.gov/ProCert.

🚩 Get permits for a pool or sauna before construction begins. You will need a Certificate of Occupancy or Letter of Acceptance from NYC Department of Buildings approving a pool in your space; a Pool Operator's Certificate (on.nyc.gov/pooloperators); and a Bathing Establishment Permit from NYC Department of Health. Learn more at on.nyc.gov/pool.

🚩 Backflow prevention devices must be installed on all water service lines entering a building with a pool inside. This protects drinking water from contamination. Learn more at on.nyc.gov/backflow.



BEGIN CONSTRUCTION

- **Post approved permits and safety information** on your work site as instructed by agencies issuing permits.
- **Begin construction.** Monitor progress with your licensed professional.
- **Consult your licensed professional about progress inspections and their cost**, which may not be included in your project bid.
- **Arrange for final inspections and sign-off** with your licensed professional and city agencies.
- **Obtain a Certificate of Occupancy**, Temporary Certificate of Occupancy, or Letter of Completion from the NYC Department of Buildings before inhabiting the building. Learn more at on.nyc.gov/CofO.



Bike racks for the sidewalk outside your business can be requested from the NYC Department of Transportation. Learn more at on.nyc.gov/cityracks.



Canopies must be approved by NYC Department of Transportation. Learn more at on.nyc.gov/canopy.

Signs, if nailed or screwed into the building or if illuminated, must be approved by NYC Department of Buildings. Learn more at on.nyc.gov/DOBsigns.



PREPARE TO OPEN

- **Get all operating permits and licenses for your health club.** See information for your business type below.
- **Ensure your workers have needed licenses.** Lifeguards need certificates (on.nyc.gov/lifeguards). Trainers (on.nyc.gov/athletictrainers), massage therapists (on.nyc.gov/masseuse), and dieticians (on.nyc.gov/dietician) need licenses from NY State.
- **Limit noise.** As a rule of thumb, your establishment should not sound louder inside nearby residences than a refrigerator, or louder on the sidewalk than a lawn mower during rush hour or a conversation during quiet hours. Learn more at on.nyc.gov/noise.
- **Hire a waste carter.** Learn more at on.nyc.gov/carter.



Pools require a Pool Safety Plan. Learn more at on.nyc.gov/pool.

Tanning salons require permits from NY State. Learn more at on.nyc.gov/tanning.

Concessions and food sales are regulated by NYC Department of Health. Review our NYC Starter Guide for Restaurants at on.nyc.gov/strrestaurant.



Pool chemicals can be hazardous when stored in large quantities. They must be registered with NYC Department of Environmental Protection, labeled, and disposed specially. Learn more at on.nyc.gov/righttoknow.



OPEN YOUR DOORS

Congratulations! You've opened your doors. Plan ahead to keep things running smoothly.



STAYING OPEN

Display prices and print your business name and address on receipts. Learn more tips at on.nyc.gov/10things.

Display licenses and required posters. Special posters apply to pools, tanning salons, and health clubs, including signs telling consumers how they are protected against lost membership fees should a club close (on.nyc.gov/healthclubbonds). Check federal (bit.ly/USposters), state (on.nyc.gov/nyposters), and local (nyc.gov/BusinessExpress) sign requirements.

Renew your business licenses and permits. Note on your calendar when you must begin each renewal. Also check that employees maintain their trade and professional licenses.

Prepare your taxes. Learn more at on.nyc.gov/NYCbiztax.

For comprehensive information, visit **NYC Business Express** at nyc.gov/BusinessExpress.

NYC Business Solutions, a set of services offered by the NYC Department of Small Business Services, can help resolve questions and move your business forward through permit and license approvals. Visit on.nyc.gov/navigate or call **311** and ask for "NYC Business Solutions Navigating Government."



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