

EXECUTIVE ORDER No. 125

NYC BUSINESS EXPRESS

February 18, 2009

WHEREAS, the City of New York is committed to being the most business-friendly city in the nation; and

WHEREAS, the size and sophistication of the City's population requires a unified and modern approach to how businesses obtain the necessary permits and licenses needed to open and operate; and

WHEREAS, this Administration is committed to improving and streamlining the process by which the City and the business community communicate with each other; and

WHEREAS, the City has committed to launching NYC Business Express, a one-stop technology solution that enables business owners to apply online for permits and licenses from various City agencies on one website; and

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered that:

Section 1. NYC Business Express. NYC Business Express is hereby established to facilitate and streamline the application process for businesses operating in the City. The Department of Small Business Services shall be responsible for developing and implementing NYC Business Express, which shall combine existing and new technologies to develop a single, unified website that enables a business owner to apply online for licenses and permits regardless of which City agency issues the license or permit.

§ 2. Integration and Exchange of Information. NYC Business Express shall facilitate data integration and exchange between existing agency-based information management systems through the following:

- a. *Innovative technology tools*. NYC Business Express shall implement innovative tools to provide City workers with cutting-edge technologies to improve the speed and efficiency of filing license and permit applications with City agencies.
- b. *Data sharing strategy*. NYC Business Express shall employ a data sharing strategy to enable relevant agencies to exchange information needed to process license and permit applications.

- c. *Integrated client folder.* NYC Business Express shall oversee the creation of a virtual integrated file for businesses using NYC Business Express, “clients”, using a client created login to locate applications that must be processed by multiple agencies in separate systems and document image management tools to electronically capture and share client documents. This client folder shall be available online and shall be password protected.
- d. *Business process reengineering.* NYC Business Express shall ensure streamlined business processes to improve and coordinate client management practices across agencies.

§ 3. Data Sharing. To facilitate data sharing, agencies shall work with the NYC Business Express team to identify data sharing needs as well as sources and types of data. Data sharing shall occur in a timely fashion and agencies shall facilitate real-time data exchanges whenever possible, as set forth by the NYC Business Express data sharing strategy.

§ 4. Alignment with Citywide IT Strategy. NYC Business Express shall be aligned with and further the Citywide Information Technology strategy, including security requirements and enterprise architecture standards, as set forth by the Department of Information Technology and Telecommunications (“DOITT”).

§ 5. Cooperation and Assistance. Affected agencies shall cooperate and provide assistance to the Department of Small Business Services in the implementation of NYC Business Express as requested and shall reach out to SBS in the event that content, rules, or requirements for businesses change. Affected Agencies shall also be responsible for informing SBS of all requirements for starting, operating and expanding a business in the City of New York now and in the future.

§ 6. For purposes of this Order, the term “affected agencies” shall include, but not be limited to, the following agencies: the Department of Consumer Affairs, the Department of Finance, the Department of Health and Mental Hygiene, the Human Resources Administration, the Fire Department, the Department of Buildings, the Department of Parks and Recreation, the Business Integrity Commission, the Department of Environmental Protection, the Department of Transportation, the Taxi and Limousine Commission, the Landmarks Preservation Commission, the Department of Education, the Department of City Planning, the Mayor’s Office of Film, Theater and Broadcasting, the Office of Citywide Event Coordination and Management, the Office of the Administrative Justice Coordinator, and the Environmental Control Board.

§ 7. This Order shall take affect immediately.

Michael R. Bloomberg
Mayor