



## **CAR WASH SELF-CERTIFICATION**

### **Compliance with Laws, Regulations, and Rules**

This Self-Certification includes 6 parts:

- PART I (general information)
- PART II (compliance)
- PART III (employees)
- PART IV (successor)
- PART V (surety bond)
- PART VI (certification and signature)

An owner (e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock) of your business must complete this form.

**Important: Please read each section carefully. You must complete each section by checking EACH statement that applies to your business and/or providing written statements. Attach additional sheets as necessary.**

#### **PART I: General Information**

|  |                      |
|--|----------------------|
| Legal Name of Business<br>("Applicant"):   |                      |
| DCWP License Number,<br>if applicable:<br><br><i>Applicants for a new license<br/>do not need to complete this<br/>field.</i>  |                      |
| Premises Address*<br>(Building Number;<br>Street Name; Unit, e.g.,<br>Floor, Suite; City; State;<br>ZIP Code):<br><b>*If you are a mobile car<br/>wash, list your mailing<br/>address.</b> |                      |
| Name and title of individual<br>completing this form, if<br>Applicant is a business<br>entity:   | Name of Individual:  |
|  | Title of Individual: |

**Mobile Car Wash**

My business is a mobile, on-demand, or “pop-up” car wash or has a mobile, on-demand, or “pop-up” component.

Check one box. ☐ Yes ☐ No

If **Yes**, provide the following information for **each** vehicle to be used for a mobile, on-demand, or “pop-up” car wash.

|   | Make | Model | License Plate Number |
|---|------|-------|----------------------|
| 1 |      |       |                      |
| 2 |      |       |                      |
| 3 |      |       |                      |
| 4 |      |       |                      |
| 5 |      |       |                      |

I certify the following:

1. I am an owner or other Authorized Representative of Applicant (e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock).
2. Any vehicles used for a mobile, on-demand, or “pop-up” car wash are in compliance with all applicable laws and rules, and all vehicle operators are legally allowed to operate them.

**PART II: Compliance****Section 1: Compliance with Laws, Regulations, and Rules**

New York City Administrative Code (“Code”) Section 20-104 *et seq.*  
Code Section 20-541(d)(1)

**Check box below:**

- ☐ Applicant or the Applicant’s Authorized Representative (as defined above) has read and understands that Applicant is responsible for complying with the following laws, regulations, and rules:
- New York City Administrative Code (Code) beginning at Section 20-101 and Title 6 of the Rules of the City of New York (6 RCNY) beginning at Section 1-01 (License Enforcement law and rules); Code from Section 20-539 to Section 20-546 and 6 RCNY from Section 2-431 to Section 2-435 (Car Wash Accountability law and rules); Code Sections 20-700 to 20-706 and 6 RCNY beginning at Section 5-06 (Consumer Protection Law and rules); and Code Sections 20-749 to 20-753 and 6 RCNY Section 5-70 (Posting of Prices in Retail Service Establishments);

- New York City Plumbing Code Section 1003 and any rules promulgated by the Commissioner of the New York City Buildings Department or the New York City Department of Environmental Protection (DEP) regarding Applicant's oil/water separator water system, sand interceptor, and/or backflow prevention devices, if any such equipment or devices are required for the operation of Applicant's car wash;
- Code Sections 24-334 (water meters) and 24-529(b) (certification to DEP);
- Applicant will obtain all necessary and applicable permits, including but not limited to permits required by DEP under 15 RCNY Section 20-08(b) (use of fire hydrants) *before using a fire hydrant*; and
- All relevant federal, state, and City laws which apply to Applicant's business, including those of the New York City Department of Transportation.

- ☐ Applicant or the Applicant's Authorized Representative understands that the above laws and rules are accessible via **nyc.gov/BusinessToolbox**.
- ☐ Applicant or the Applicant's Authorized Representative understands that Applicant is responsible for knowing the most current laws, regulations, and rules, including any amendments and updates made to the laws, regulations, and rules that are relevant to Applicant's business.

#### **FOR RENEWAL APPLICANTS:**

- ☐ Applicant is in compliance with any and all unemployment insurance requirements and is up-to-date on unemployment contributions for all employees.

For any questions about unemployment insurance, please contact the New York State Department of Labor:

- Visit [labor.ny.gov](http://labor.ny.gov) or
- Call (518) 457-4179 or (888) 899-8810

## **Section 2: Permits**

Code Section 20-104 *et seq.*

Code Section 20-541(d)(1)

Title 15 of the Rules of the City of New York ("15 RCNY") Section 20-08(b)

#### **Check one:**

- ☐ Applicant has received all necessary permits from the New York City Department of Health and Mental Hygiene to use non-potable ground water.

#### **OR**

- ☐ Applicant is **not** required to have a permit from the New York City Department of Health and Mental Hygiene for the use of non-potable ground water.

### Section 3: Outstanding Final Judgments and Warrants

Code Section 20-104 *et seq.*

Code Section 20-541(d)(3)

**Check the box that applies to Applicant.**

- ☐ Applicant does **not** have any outstanding final judgments or warrants from a violation of Code Sections 20-539 through 20-546 and/or 6 RCNY Sections 2-431 through 2-435 (Car Wash Accountability law and rules).

**OR**

- ☐ Applicant has an outstanding final judgment(s) or warrant(s) from a violation of Code Sections 20-539 through 20-546 and/or 6 RCNY Sections 2-431 through 2-435 (Car Wash Accountability law and rules). *(If you checked this box, you must provide details below; attach additional sheets if necessary.)*

|  |  |
|--|--|
| Name of Case:  |  |
| Index or Case Number:  |  |
| Court or Agency:   |  |
| Status of Judgment or Warrant:<br><i>(e.g., resolved, unresolved, and, if resolved, provide the date resolved, etc.)</i> |  |

**Check the box that applies to all individuals listed on the Basic License Application submitted by the Applicant.** You must answer on behalf of all individuals named on the application. "Individual" refers to a sole proprietor; individual general partner; corporate officer; shareholder owning 10% or more of the business; member; or Board of Directors member. *If the answer is not the same for all individuals named on the application, please use additional sheets to provide the required information.*

- ☐ Individual does **not** have any outstanding final judgments or warrants from a violation of Code Sections 20-539 through 20-546 and/or 6 RCNY Sections 2-431 through 2-435 (Car Wash Accountability law and rules).

**OR**

- ☐ Individual has an outstanding final judgment(s) or warrant(s) from a violation of Code Sections 20-539 through 20-546 and/or 6 RCNY Sections 2-431 through 2-435 (Car Wash Accountability law and rules). *(If you checked this box, you must provide details on the next page; attach additional sheets if necessary.)*

|   |  |
|---|--|
| Name of Case:   |  |
| Index or Case Number:   |  |
| Court or Agency:  |  |
| Status of Judgment or Warrant:<br>(e.g., resolved, unresolved, and, if resolved, provide the date resolved, etc.) |  |

## Section 4: Nonpayment or Underpayment of Wages

Code Section 20-104 *et seq.*  
Code Section 20-541(e)(3)(ii)

**Check the box that applies to Applicant.**

- ☐ Applicant does **not** have a final determination of liability in a civil, criminal, or administrative action involving nonpayment or underpayment of wages.

**OR**

- ☐ Applicant has a final determination of liability in a civil, criminal, or administrative action involving nonpayment or underpayment of wages. *(If you checked this box, you must provide the information below AND attach a copy of the determination; attach additional sheets if necessary.)*

Please list all resolved or final civil, criminal, or administrative proceedings involving nonpayment or underpayment of wages in which you have been named as a party during the past five years *(use additional sheets if needed)*:

|   |  |
|---|--|
| Name of Case:   |  |
| Index or Case Number:   |  |
| Court or Agency:  |  |
| Status of Judgment or Warrant:<br>(e.g., resolved, unresolved, and, if resolved, provide the date resolved, etc.) |  |

**Check the box that applies to all individuals listed on the Basic License Application submitted by the Applicant.** You must answer on behalf of all individuals named on the application. "Individual" refers to a sole proprietor; individual general partner; corporate officer; shareholder owning 10% or more of the business; member; or Board of Directors member. *If the answer is not the same for all individuals named on the application, please use additional sheets to provide the required information.*

- ☐ Individual does **not** have a final determination of liability in a civil, criminal, or administrative action involving nonpayment or underpayment of wages.

**OR**

- ☐ Individual does have a final determination of liability in a civil, criminal, or administrative action involving nonpayment or underpayment of wages. *(If you checked this box, you must provide the information below AND attach a copy of the determination; attach additional sheets if necessary.)*

Please list all resolved or final civil, criminal, or administrative proceedings involving nonpayment or underpayment of wages in which you have been named as a party during the past five years *(use additional sheets if needed)*:

|  |  |
|--|--|
| Name of Case:  |  |
| Index or Case Number:  |  |
| Court or Agency:   |  |
| Status of Judgment or Warrant:<br><i>(e.g., resolved, unresolved, and, if resolved, provide the date resolved, etc.)</i> |  |

Continued >

## PART III: Employees

### Section 5: Employees

Provide the following information for each employee (i.e., non-owner) at your business  
(attach additional sheets if necessary).

| Name of Employee | Address | Telephone | Start/End Dates | Position and Duties |
|------------------|---------|-----------|-----------------|---------------------|
|                  |         |           |                 |                     |
|                  |         |           |                 |                     |
|                  |         |           |                 |                     |
|                  |         |           |                 |                     |
|                  |         |           |                 |                     |
|                  |         |           |                 |                     |
|                  |         |           |                 |                     |

## PART IV: Successor

### Section 6: Successor

Code Section 20-104 *et seq.*

Code Sections 20-543 and 20-541(e)

#### FOR RENEWAL APPLICANTS:

Has any of the information in Section 6 changed since you filed your initial license application?

Check one box. ☐ Yes ☐ No

If you checked Yes, please complete the questions beginning on Page 8.

**Applicants for a new license and renewal applicants with changes must complete this section.**

**Please provide the following information:**

Applicant has operated the car wash at the premises address since:

\_\_\_\_\_.

Individual[s] named in the license application have been involved in the operation or management of a car wash at the premises address since: \_\_\_\_\_.

Did Applicant or Individual acquire the car wash at the premises address from another person who previously operated it as a car wash? ☐ Yes ☐ No

**If Yes**, please provide the following:

From whom did Applicant or Individual acquire the car wash?

|                   |  |
|-------------------|--|
| Business Name:    |  |
| Name of Owner(s): |  |

Does Applicant use the same facilities as the previous car wash? ☐ Yes ☐ No

Does Applicant use the same workforce as the previous car wash? ☐ Yes ☐ No

Does Applicant employ any person who was employed in a managerial capacity by the previous car wash? ☐ Yes ☐ No

**If Yes**, please provide the following and attach additional sheets as needed:

|                              |  |
|------------------------------|--|
| Name of Managerial Employee: |  |
| Address:                     |  |
| Phone Number:                |  |

Continued >



Is Applicant or Individual an immediate family member (including a parent, step-parent, spouse, child, or step, foster, or adopted child) of any owner, partner, officer, director, or other person with a financial interest in the previous car wash? ☐ Yes ☐ No

If **Yes**, please provide the following:

|  |  |
|--|--|
| Name of Owner, Partner, Officer, or Director of Previous Car Wash: |  |
| Home Address:  |  |
| Phone Number:  |  |

## PART V: Surety Bond

### Section 7: Surety Bond

Code Section 20-104 *et seq.*

Code Sections 20-540 and 20-542

Applicant is submitting a \$30,000 surety bond on account of being a party to a current and bona fide collective bargaining agreement (CBA).

Check one box. ☐ Yes ☐ No

If **Yes**, please complete the rest of Section 7 (*use additional sheets if necessary*).

|   |  |
|---|--|
| Name(s) of all union representative(s) for Applicant's car wash location: |  |
| Title(s):   |  |
| Email Address(es):  |  |
| Phone Number(s):  |  |

Continued >

|  |  |
|--|--|
| Name(s) of all of Applicant's car wash employee(s) serving as a union representative and/or shop steward at the car wash location: |  |
| Email Address(es):   |  |
| Phone Number(s):   |  |

|  |  |
|--|--|
| Name of the person(s) who is signatory to the CBA on behalf of the labor organization: |  |
| Title(s):  |  |
| Email Address(es):   |  |
| Phone Number(s):   |  |

Has (1) the Applicant, (2) any individual identified by the Applicant in Section 2 of the Basic License Application, or (3) any other owner or principal of the Applicant engaged in or been a party to any financial transaction valued at \$250 or more, directly or indirectly, with any officer, business agent, union representative, shop steward, or other representative or employee of the labor organization that is party to the CBA? *Financial transactions shall include, but not be limited to, payments, expenditures, loans, reimbursements, gifts, or the transfer of anything else of value.*

Check one box. ☐ Yes ☐ No

**If Yes**, please provide the following information (*use additional sheets if necessary*):

| The date of each financial transaction: | The full name(s) of the person(s) involved in the financial transaction: | The monetary amount of each transaction: | The nature of and reason for each financial transaction: |
|---|--|--|--|
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |

All of the Applicant's car wash employees are covered by the CBA that is identified in Section 7 of this Self-Certification, a copy of which has been provided with this application.

Check one box. ☐ Yes ☐ No

If **No**, please explain:

---

---

---

## PART VI

### Certification:

I am authorized to complete and submit this Self-Certification on behalf of Applicant. I have reviewed the entire Self-Certification. To the best of my knowledge, this Self-Certification is true, correct, and complete.

If any of the information in this Self-Certification changes, Applicant must inform DCWP of those changes in writing within 10 days of the change.

This Self-Certification shall be deemed executed in the City and State of New York and shall be governed by and construed in accordance with the laws of the State of New York (notwithstanding New York choice of law or conflict of law principles) and the laws of the United States.

By signing below, I certify that the statements above are true and correct.

*If you submit this form as an electronically filled-in PDF, you may type your name in the signature field.*

|   |                            |
|---|----------------------------|
| _____<br><i>Signature</i>                     | _____<br><i>Print Name</i> |
| _____<br><i>Print Title/Position (if any)</i> | _____<br><i>Date</i>       |

**Please submit the signed original to DCWP and make a copy for your records.**

|  |
|--|
| All laws and rules of the City of New York, including the New York City Consumer Protection Law and Rules, are accessible via <b><a href="https://nyc.gov/dcwp">nyc.gov/dcwp</a></b> . |
|--|