

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, you can also visit www.nyc.gov/health/camps or e-mail campinfo@health.nyc.gov.

Manhattan/Staten Island Office

125 Worth Street, 9th floor, Room 916, Box 40
New York, NY 10013
Tel: (646) 632-6305
Fax: (347) 396-8953

Brooklyn Office

195 Montague Street, 4th floor
Brooklyn, NY 11201
Tel: (718) 222-6399 or (718) 222-6390
Fax: (347) 396-8957

Bronx Office

1309 Fulton Avenue, 4th floor
Bronx, NY 10456
Tel: (347) 854-1972 or (347) 854-1971
Fax: (347) 396-8959

Queens Office

90-27 Parsons Boulevard, Suite 300
Jamaica, NY 11432
Tel: (718) 553-3981
Fax: (347) 396-8955

Administrative Office

125 Worth Street, Room 315
New York, NY 10013
Tel: (646) 632-6100
Fax: (347) 396-8054

How to Search or Apply for a Certificate of Occupancy (CO) or Letter of No Objection (LNO)

Requests for a new [Certificate of Occupancy](#) must be submitted through the [New York City Department of Buildings](#). To search for an existing Certificate of Occupancy or Temporary Certificate of Occupancy, visit the DOB's [Buildings Information System \(BIS\)](#). To request or update a [Letter of No Objection](#), contact or visit the [Department of Buildings Borough Office Location](#) where the property is located.

How to Get an FDNY Certificates of Fitness

Certain certificates of fitness are required for operators to conduct camps in New York City. One employee at a camp program must hold a **Certificate of Fitness for Fire Alarm Systems and other Related Systems**, also called "S-95" as well as a **Certificate Fitness for the Fire Drill Conductor – "F-07/W-07"**. The NYC Fire Department issues Certificates of Fitness by providing written examinations to applicants. This certificate is valid for three years and must be renewed by the expiration date through payment of the renewal fee to the Fire Department. For more information, see the [FDNY Certificate of Fitness FAQ Brochure](#), visit <http://www.nyc.gov/fdny>, or call (718) 999-1988 or (718) 999-2504.

New York State Sex Offender Registry (SOR)

Article 13-B of the Public Health Law requires children's Summer Camp operators to determine whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services Sex Offender Registry. Operators must complete checks of the Registry prior to the day the employee or volunteer starts work at the camp. Operators must conduct these checks for all employees and volunteers each year prior to their arrival at camp. This law applies to all children's Summer Camps (day, traveling day and overnight) and to all prospective employees and volunteers at the camps, regardless of their job title/responsibilities or employment status (full or part-time). For more information about the Division of Criminal Justice Services Sex Offender Registry, call (518) 457-3167 or visit [Sex Offender Registry Search Submissions by Email and CD - NY DCJS](#).

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 possess the 15-hour *Food Protection Certificate*. To register for the 15-hour self-paced course, visit [Food Protection: Free Online Training - NYC Health](#) or [Food Protection Classroom - NYC Health](#) for the virtual-classroom (fee required).

If food is catered and served in individual packaging, or if food is transported to a camp from the NYC Department of Education's Summer Feeding Program a supervisor must possess the certificate for the 4-hour *Soup Kitchen and Summer Camp Workers* food protection course. To register for the 4-hour course, visit [Food Protection for Soup Kitchen and Summer Camp Workers - NYC Health](#) or call (646) 364-0771.

Additional Resources

Other New York City Agencies

Call 311, or (212) NEW-YORK from outside NYC, for information about government services. You can also visit 311 online at www.nyc.gov/311.

NYC Department of Health — Office of Public Health Engineering

For information on getting pool safety approval for a camp-grounds swimming pool, call (718) 310-3717.

NYC Department of Youth & Community Development — Summer Youth Employment Program

For information on becoming a worksite for Summer Youth Workers call the Summer Youth Hotline at (800) 246-4646.

NYC Department of Education School Foods Services — Summer Feeding Program

For information on getting food through the Summer Feeding Program, call (718) 707-4380 or (718) 707-4383. You can also register by visiting www.schoolfoodnyc.org.

NYS Worker's Compensation Board

For information on getting worker's compensation and disability insurance for paid workers, call (877) 632-4996 or visit <http://www.wcb.ny.gov/>.

Mandated Reporter Resource Center

Free online training on child abuse and maltreatment is available at [New York State Mandated Reporter Resource Center - Training](#) (nysmandatedreporter.org)

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, camp directors and others. See the [Summary Guide for Mandated Reporters in New York State](#) (PDF) for more information.

To report suspicions of child abuse or neglect, call **(800) 635-1522** or **311**.
If a child is in immediate danger, call **911**.