



Checklist for a New Temporary Food Service Establishment Permit

Items Needed Be sure the applicant's name is the same on all documents. See "Instructions for Completing an Application" for more details.	Legal Business Structure		
	Individual	Partnership	Corporation or LLC
Permit Application <ul style="list-style-type: none"> All applicable sections completed and signed by applicant (example: owner, partner, corporate officer, director or shareholder) Permit-specific Supplemental Form(s) if applicable 	✓	✓	✓
Permit Fee <ul style="list-style-type: none"> \$70.00 per application; Add \$25.00 per application if manufacturing frozen desserts. Credit or Debit card (only if paying on-line) <i>Add 2% (non-refundable) service fee if paying by credit or debit card</i> Money order or check payable to "DOHMH" also acceptable if paying in person <p><i>Section 5.07 (c) of the NYC Health Code states that: If the permittee is a non-profit organization, the Commissioner may, in his or her discretion, waive the requirement for a permit fee.</i></p> <p><i>Interested parties should write to the attention of the Commissioner of Health c/o Office of the General Counsel, 42-09 28th Street, Mailbox: CN30, Long Island City, NY 11101.</i></p>	✓	✓	✓
Proof of Home/Corporate Address (Any current license with or without a photo OR correspondence issued by a Federal, State, or City agency of the U.S. within the last 90 days, including any of the following) <ul style="list-style-type: none"> Valid driver's license or non-driver ID Current lease or mortgage statement Utility bill, bank or credit card statement dated within the last 90 days "Affidavit of Home Address" form, completed by a person living with applicant and a recent utility bill or lease in that individual's name 	✓	✓	✓
Photo Identification You must present <u>one</u> valid government-issued ID with photo, such as: <ul style="list-style-type: none"> Driver's license or non-driver ID Alien Registration Card or Naturalization Certificate U.S. or foreign passport IDNYC: New York City Municipal ID card. (http://nyc.gov/idnyc) <p>Note: Photo ID will not be accepted (even if current) if the photo does not resemble the applicant.</p> <p>Note: No other photo-ID issued by a foreign government agency is acceptable.</p>	✓	✓	✓
Power of Attorney or Authority to Act Affidavit (if applicable) <ul style="list-style-type: none"> To be used only if someone else will submit the application for you 	✓	✓	✓