

Restaurant Establishment Documents Requirements

NYC-DOB & FDNY Issued Approvals & Permits, which include:

Alteration # (Renovation of establishment if Applicable)

Certificate of Occupancy issued by NYC-DOB allowing or establishing use

Place of Assembly -DOB, FDNY ; Kitchen Fire Suppression-NYC DOB / FDNY;

Sprinkler / Fire Alarm System - DOB / FDNY; Open Flame Permit - FDNY

Certificates:

Health Certificate - Consumer Affairs; Food Protection Certificate (Executive Chef) Dept. of Health; Certificate of Fitness - FDNY; Authority to Collect to Collect Taxes -NYS Form DFT-17 or US Treasury SS-4;

Licenses:

Liquor - New York State; Catering , Cabaret - Dept. of Consumer Affairs

Affidavits:

Flame Proofing of Drapery by Original Manufacturer &/ or Cleaning Company.

Equipment Use Cards:

HVAC Equipment Use Cards - Issued by DOB but Inspected annually by FDNY.

Elevator & Boiler Use Cards (when Applicable) Issued by DOB, Inspected by corresponding Service Providers for Inspection Reports to be filed with NYC-DOB

The Restaurant establishment's Management / General Manager should maintain a 3 Ring Binder 'BOOK' with Clear Pocket Insert Sheets to hold Originals and / or Copies of all Required Licenses, Permits & Certificates of the above categories of documents where applicable as a Single Source of Reference to be accessed readily in the event of an Inspection by City Officials. The Owner should also have a copy of same Binder for reference as backup

Key personnel should know to access this information in the event of an Inspection by City Officials. This "Book" will also serve as the Reference Source to be reviewed periodically to monitor Expiration Dates of all Permits for the purpose of Renewal in a timely manner for required Annual Inspection filings. It is an indispensable means of avoiding issuance of Violations!