

Check-List of Signs & Permits that must be Posted by New York City Foodservice Establishments

Throughout:

- ___ EXIT SIGNS, *mounted over each required exit.*
- ___ EXIT DIRECTIONAL SIGNS, *mounted nearby, if Exit Sign is not in clear sight.*
- ___ NO SMOKING (Health Dept.), *post in prominent places including restrooms, stairwells, employee areas.*
- ___ WASH HANDS (Health Dept. or NYSRA), *post at each handwash stations and in all restrooms.*

Front of the House:

- ___ PERMITTED OCCUPANCY, (Building Dept.), *post.*
- ___ SMOKING PERMITTED, *post, if you have a sidewalk café, in area of up to 25% of sidewalk. café seats.*
- ___ RESUSCITATION KIT SIGN, (comes with kit) *post, stating location of kit.*
- ___ RESULTS OF LATEST HEALTH INSPECTION SIGN, (Health Dept.), *post.*
- ___ CHOKING POSTER, (Health Dept. or Red Cross), *post.*
- ___ DANGER OF DRINKING WHILE PREGNANT SIGN, (State Liquor Authority), *post.*
- ___ NO ALCOHOL SERVED TO MINORS SIGN, (State Liquor Authority), *post.*
- ___ SIDEWALK CAFE PERMIT, (Dept of Consumer Affairs), *post.*
- ___ LIQUOR LICENSE, (State Liquor Authority), *post in frame in window near door; if no door, prominent place.*
- ___ PLACE OF ASSEMBLY PERMIT, (Building Dept.), *required if you have 75 seats or more, post.*

Back of the House:

- ___ Schematic of Hood & Duct Systems, Fan terminals (from contractor) *post in glass frame.*
- ___ Cleaning Instructions of Hoods and Ducts , (from contractor) *post in glass frame.*
- ___ Record of Hood Cleaning, (from contractor) *post.*
- ___ Fire extinguishers record of annual inspection, (from contractor) *tag each unit..*
- ___ Semi-annual Fire Suppression System inspections, (from contractor) *tag or post copy.*
- ___ Certificate of Occupancy, (Building Dept.) *post copy.*
- ___ Evacuation Plan, *if located in high rise building, post.*
- ___ Federal & State Signs and Notices (all-on-one laminated posters available at 800-767-9243, item NEW YORK A-1-0 KIT LAM), *post on Bulletin Board visible to Employees.*
- ___ Sprinkler Inspection, (from contractor), *signed by maintenance contractor after each inspection, post.*
- ___ Fire Alarm Test, (Combined form from Fire & Building Depts.) *post record of monthly tests.*
- ___ Fire Guard Certificate of Fitness, (Fire Dept.) *Cabaret or Caterers, one Fire Guard required per Exit, post.*
- ___ Fire Drill Conductor Certificate of Fitness (Fire Dept.) *If more than one Fire Guard, post.*

Additional Information regarding required Licenses and Permits for NYC Restaurants can be obtained at www.nyc.gov/html/dof/pdf/restgde.pdf Please note: This publication was produced by the NYC Dept. of Finance in 1997; most of the information is accurate, however, many of the telephone numbers are not current.

This Check-List is provided as a courtesy by the New York City Chapters of the New York State Restaurant Association. The information is, to the best of our knowledge, accurate. However, we cannot be responsible for errors or omissions of any kind.