



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE

Mary T. Bassett, MD, MPH

Commissioner

September 6, 2017

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The Honorable Melissa Mark-Viverito
Speaker of the City Council
City Hall
New York, NY 10007

Dear Speaker Mark-Viverito:

Attached, please find a copy of the annual Permitting and Licensing Report prepared by the Department of Health and Mental Hygiene. This report summarizes the Department's permitting and licensing activities from July 1, 2016 through June 30, 2017, as required by Local Law 2016/047 of the New York City Council.

If you have any questions, please contact Sam Miller, Associate Commissioner of the Office of External Affairs at (347) 396-4078.

Sincerely,

A handwritten signature in blue ink that reads "Mary T. Bassett". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mary T. Bassett, MD, MPH
Commissioner



**NYC DEPARTMENT OF HEALTH AND MENTAL HYGIENE’S PERMITTING AND
LICENSING REPORT PURSUANT TO LOCAL LAW 47 OF 2016 AND
THE NYC CHARTER CHAPTER 41-A § 1049-b(e)**

COVERING THE PERIOD FROM JULY 1, 2016 TO JUNE 30, 2017

- (i) The total number of applications for licenses, permits or registrations received by such agency:**

The Department received 50,206 applications for licenses, permits or registrations.

- (ii) The total number of applications for licenses, permits or registrations that were denied pursuant to NYC Charter Chapter 41-A § 1049-b(a):**

No applications for licenses, permits or registrations were denied solely on the basis of unpaid civil penalties. If licensees/permittees have unpaid civil penalties, they are notified prior to renewal. If the Department receives renewal applications from licensees/permittees who have outstanding unpaid fines, the applications are not processed until the licensees/permittees resolve the outstanding fines.

- (iii) The total number of licenses, permits or registrations that were suspended, terminated or revoked pursuant to NYC Charter Chapter 41-A § 1049-b(a):**

No applications for licenses, permits or registrations were suspended, terminated or revoked solely on the basis of unpaid civil penalties. If the Department takes action to suspend, terminate or revoke a permit, license or registration, then unpaid civil penalties may be a component of those actions. For example, if the Department seeks to suspend a permit for numerous uncorrected Health Code violations, the Department may include the collection of unpaid civil penalties as part of that action.

- (iv) A list of the types of licenses, permits and registrations issued by such agency and the time period for which such licenses, permits and registrations are issued.**

The Department currently issues the following licenses, permits and registrations:

<u>ANIMAL RELATED LICENSES/PERMITS</u>	<u>Time period</u>
• Guard Dog Registration	One-time application
• Horse Stables	One year
• Rental Horse License, (Tag)	One year
• Shelter for Homeless Animals	One year
• Small Animals, Sale of (Pet Shop)	One year

- Small Animals, Sale of (Pet Shop) including dogs and cats One year
- Small Animals Boarding Establishment One year
- Small Animals Grooming Establishment (animals not kept overnight) One year
- Small Animal Training Establishment One year

FOOD RELATED LICENSES/PERMITS

Time period

Food Service Establishment

- General (for-profit) establishments: One year
 - Bakeries
 - Cafeterias
 - Restaurants
 - Eating Establishments
 - Retail Food
 - Schools (for-profit)
- General (for-profit) establishments with Frozen Dessert Machine One year
- General (not-for-profit) establishments run by or in: One year
 - Elementary or secondary school run by governmental or not-for-profit fraternal, charitable or religious organizations
 - Correctional facilities
 - Day care center
 - Fraternal or charitable organization or member group food service (not-for-profit) (for example: American Legion, Phoenix House)
 - Senior Citizen Center
 - Shared Kitchen Entrepreneur (operator within permitted Shared Kitchen Facility space)
 - Soup kitchen, shelter food service, or other emergency food relief organization
 - Summer feeding program
- Frozen Dessert Manufacturer (Retail) One year
- Shared Kitchen Entrepreneur (business leasing space for temporary use) One year

Mobile Food Unit Permit

- Biennial Two years
 - Borough-Specific (Brooklyn, Queens, Bronx, Staten Island)
 - Citywide (including Manhattan)
 - Citywide Reserved for Disabled Veteran/Disabled Person/Non-disabled Veteran
 - Fruit & Vegetable (Green Cart) (Borough-Specific) (All Boroughs)
 - Reserved for Specialized Disabled Veterans & Limited to Operating Around a Park
 - Restricted Area Citywide (in a Park or on private property)
- Seasonal (Citywide only) Seasonal

Mobile Food Vendor License

- Biennial Two years
- Seasonal Seasonal

Non Retail Food Processing Establishment	One year
<ul style="list-style-type: none"> • Mobile food depots/commissaries • Shared Kitchen Facility (owner of space) • Wholesale food establishments 	

Temporary Food Service Establishment (Street Fair/Special Event)	One year
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<u>RADIATION EQUIPMENT</u>	Two years
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- Chiropractor
- Dental
- Hospital
- Non-Hospital
- Osteopathic
- Orthopedic
- Podiatric
- Veterinarian
- Chiropractor
- Indoor Tanning Salon
- Linear Accelerators (LINAC)

<u>WATER RELATED LICENSES/PERMITS</u>	<u>Time period</u>
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| • Adding Chemicals to Water Supply | One year |
| • Bathing Beach | Seasonal |
| • Bathing Establishment (with or without pool) | |
| • annual | One year |
| • seasonal | Seasonal |
| • Building Water Tank Cleaning, Painting or Coating | One year |
| • Private Community Sewage Disposal System of 15+ dwellings, | One year |
| • Permit to construct and maintain | |
| • Water Potability Certificate | One year |
| • Well Water | One year |
| • Non-Potable | |
| • Potable | |

<u>MISCELLANEOUS</u>	<u>Time period</u>
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Barber Shop	One year
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Prescription Formula Preparation	One year
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Smoke-Free Air Act Exemption	
• Tobacco Promotion Event	Event specific
• Tobacco Bar	One year
• Membership Association	Two years

Tattoo Artist License

- full-term
- temporary

Two years
Up to seven days