

# VIOLATIONS GUIDE

Learn how to avoid common small business fines.

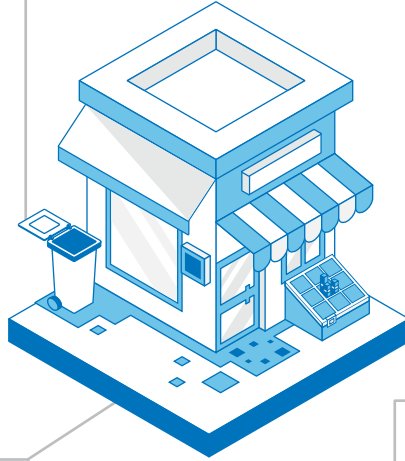


## Set out waste neatly and at the right time for hauling, and post private carter decal

### Avoid \$100 - \$300 fine

Post your waste hauler's decal and schedule on your window, and keep a copy of its contract on site. Set out trash (black bags or covered bins) recyclables (bundles, covered bins, or clear plastic bags) within 2 hours of a daytime pickup, or within 1 hour of your closing for nighttime pickup.

[on.nyc.gov/infocollectwaste](https://on.nyc.gov/infocollectwaste)



## Regularly inspect fire safety systems

### Avoid \$600 - \$1,000 fine

Fire extinguishers must be annually serviced by an FDNY certified company and monthly visual checks should be performed by you. Sprinklers and standpipes require inspections and testing. For commercial kitchens, duct and hood systems must be maintained at least every 90 days by an FDNY certified company.

[on.nyc.gov/infoextinguisher](https://on.nyc.gov/infoextinguisher)

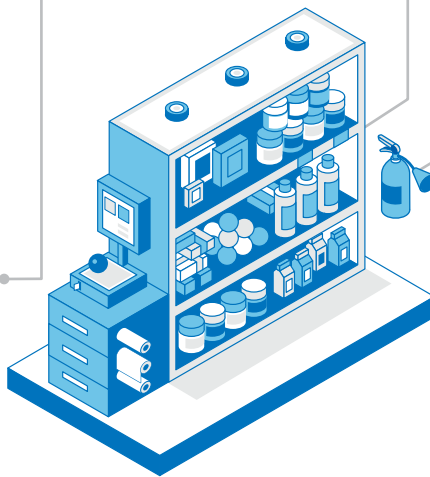


## Show prices

### Avoid \$25 - \$250 fine (Product) Avoid \$50 - \$500 fine (Service)

Post prices for each item you sell or service you provide.

[on.nyc.gov/10things](https://on.nyc.gov/10things)



## Sweep sidewalk and gutter

### Avoid \$100 - \$300 fine

Clean your sidewalk and the first 1.5 feet into the street.

[on.nyc.gov/infosidewalks](https://on.nyc.gov/infosidewalks)

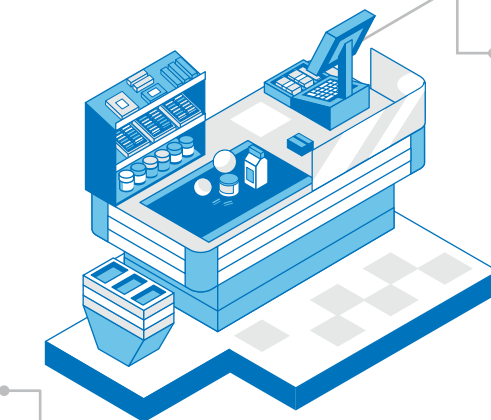


## Keep sidewalks clear of items

### Avoid \$100 - \$300 fine

You cannot have sidewalk signs. Some streets allow product displays within 3 feet of the building and less than 5 feet tall (check to see if your street prohibits displays). All sales must happen inside.

[on.nyc.gov/infoobstructions](https://on.nyc.gov/infoobstructions)



## Show payment and refund policies

### Avoid \$50 - \$500 fine

Post any limits you impose on debit or credit card use, and post your refund terms – even if your terms are that you accept no refunds at all.

[on.nyc.gov/10things](https://on.nyc.gov/10things)



## Print clear receipts

### Avoid \$50 - \$500 fine

Receipts must show your business name and address, items and prices, subtotal, tax, total amount paid, date of purchase, and your NYC number (if your business is a licensee).

[on.nyc.gov/10things](https://on.nyc.gov/10things)

## IF YOU HEAT, SPRAY, OR EMIT

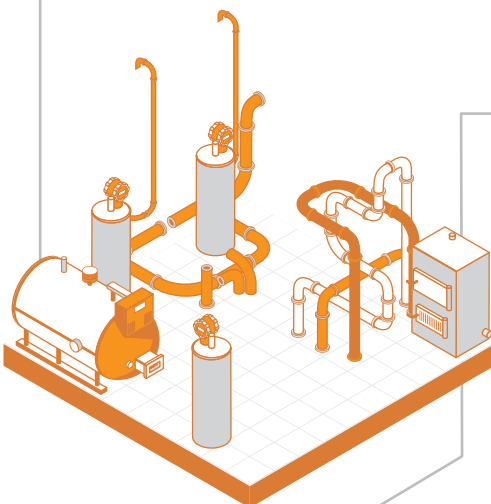


## Renew Registration or Certificate to Operate

### Avoid \$350 - \$875 fine

If you have a boiler or hot-water heater, or equipment like dry-cleaning machines that cause emissions, you need an up-to-date credential.

[on.nyc.gov/aircodeforms](https://on.nyc.gov/aircodeforms)



## IF YOU SERVE FOOD OR DRINKS



## Clean floors, walls, and ceilings

### Avoid \$200 fine

Make sure you clean all floors – including under the stoves, sinks and cupboards.

[on.nyc.gov/dohbluebook](https://on.nyc.gov/dohbluebook)

## IF YOU USE OR STORE CHEMICALS



## Install and maintain backflow preventer

### Avoid \$500 - \$1,000 fine

If you use chemicals or substances that could get into the public water supply, you need to have a licensed contractor install and annually test all backflow preventers at your water service lines. Many kitchens, doctors' offices, and manufacturers must have them.

[on.nyc.gov/videobackflow](https://on.nyc.gov/videobackflow)



## Remove pests and pest-friendly conditions

### Avoid \$200 - \$350 fine

Repair holes in walls or ductwork, and keep trash cans covered.

[on.nyc.gov/dohbluebook](https://on.nyc.gov/dohbluebook)

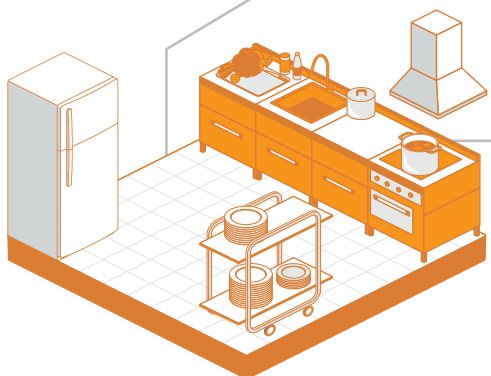


## Keep prepared food at the correct temperature or for a limited time before serving

### Avoid \$250 - \$600 fine

Watch a 2.5 min video to learn how to monitor and label prepared food to hold it safely.

[on.nyc.gov/videofoodtemp](https://on.nyc.gov/videofoodtemp)



## RECEIVED A VIOLATION?

You may be able to correct the problem without being fined. You can also appeal or pay.

[on.nyc.gov/infoecbvviolations](https://on.nyc.gov/infoecbvviolations)

## WHAT ABOUT OTHER RULES?

Take 10 minutes to tell us about your business and get a custom list of laws that matter to you.

[on.nyc.gov/wizard](https://on.nyc.gov/wizard)

[on.nyc.gov/topviolations](https://on.nyc.gov/topviolations)