

## New Office

If you are a new dental facility, which means that you have opened a new practice or taken over an existing practice the law requires you to register prior to starting. NYC permits are not transferable by name or address. The City does not allow you to use the previous owners permit even if it has not expired. The fine can be \$1000. Judges do not accept ignorance of the law as an excuse. *CBCT units require a separate permit from the other dental units.*

If you are a new owner here are the steps required to register for a permit:

1. Hire a CRESO to perform an initial inspection of the equipment. A copy of the inspection report shall be submitted with the application. *For CBCT you will need a licensed medical physicist to calibrate unit.*
2. Complete an application for a new registration by going to the web page [www.nyc.gov/healthpermits](http://www.nyc.gov/healthpermits). On the left side, scroll down to Radiation Equipment (X-ray) and click. Next screen click on X-ray again. Look for first choice in blue instructions and click. Six pages of instructions and four pages of forms will be there. The last form is the Unit form. You must fill out one unit form for each X-ray machine. You will have to find the model, manufacturer, year manufactured, date installed (estimate if you don't have any idea) and maximum kV rating of each machine. You will find labels on each machine in various places on the tube head or consoles. Each X-ray unit only has one tube. *When asked for NYS Tax ID use your federal EIN.*
3. Have proof of Disability Insurance (**form DB 120.1**)
4. Have proof of Workers Compensation (**form C-105.2 or U26.3**)

**Note:** The requesting agency on both insurance forms will be:

NYC Department of Health and Mental Hygiene at 125 Worth St. New York, NY 10013

If you have no employees then you will need exemption form CE 200 instead of items 3 and 4. Go to [www.wcb.ny.gov](http://www.wcb.ny.gov)

5. \$100 fee to NYC Department of Health and Mental Hygiene. Submit all five above on the web site. If you are unable to upload all the information and forms then you can bring all filled out forms to:

*NYC Department of Consumer Affairs at 42 Broadway (near Wall St.)*

For additional help call (212) 436-0264 or (347) 396-7975.

To find out the status of your application call [NYCDCA](http://NYCDCA) at (212) 487-4060.

The permit process takes about two to four weeks. **If you do not receive your permit after four weeks call the status number to find out why.** Permit is valid for two years and should be posted at front desk of practice. You do not need a new inspection to renew your permit. Good luck.

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