



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 676-6219 · Fax (212) 676-6204

Michael J. Mansfield
Commissioner/Chair

June 15, 2010

Dear Licensee:

Re: Customer Decals

As discussed at the last Trade Waste Advisory Board meeting, the Business Integrity Commission (“BIC”) has recently introduced new and improved customer decals. The new decals contain significantly more adhesive to remain affixed to windows. The new customer decals are available upon request at BIC’s office for \$38.00 per 100 decals. Please contact the BIC’s Licensing Unit at 100 Church Street, 20th floor, New York, N.Y., at 212-676-6219, for further information.

Please be advised that according to the New York City Administrative Code §16-520 and Rules of the City of New York §5-01, all licensees are required to provide every customer with a customer decal which the licensee has “obtained from the commission” and cannot charge a fee for such decal. In addition, licensees must indicate the day(s) of pickup and print their BIC license number on each decal. Failure to provide a customer with a properly completed BIC-issued decal may result in administrative fines. Furthermore, it is a violation of BIC’s rules and regulations to provide a customer with a customer decal that was not issued by BIC.

Licensees are also required to inform their customers that under Administrative Code §16-116(b) each commercial establishment is required to conspicuously post the decal in a window near the principal entrance to their establishment. Licensees must also inform customers that they will be given replacement decals if their decals become damaged or lost.

If you have any questions or wish to discuss the matter further, please contact the Commission’s Licensing Unit at 212-676-6219.

Very truly yours,

A handwritten signature in black ink that reads "Michael J. Mansfield" with a long, sweeping flourish extending to the right.

Michael J. Mansfield
Commissioner/Chair