

# Inspection Checklist: Gaming Cafés and Amusement Arcades

*Does your business have three or more computers or electronic devices with gaming software that members of the public can use to play games for a fee?*

*Does your business have any player-operated amusement devices or 10 or more amusement devices?*

**Definition:** A **player-operated amusement device** is a device intended as a game that people pay a fee to operate or play. Examples are electronic arcade games, electronic shooting galleries, ball-toss booths, Whac-A-Mole games, pinball machines, and fixed stand coin-operated rides like electronic rocking horses for children.

**Definition:** An **amusement device** is a ride that is open to the public and carries passengers over a fixed or restricted course or within a defined area. Examples are roller coasters, carousels, Go Karts, Ferris Wheels, etc. Amusement devices do not include “fixed stand coin-operated rides,” such as electronic rocking horses and other stationary rides designed for children.

**Use this checklist to learn what our inspectors look for and help avoid violations. All businesses also must comply with the General Retail Inspection Checklist, which is included at the end for easy reference.**

Requirement	Do you meet this requirement?
<b>Licenses</b>	
<b>1</b> If your business has three or more computers or electronic devices installed with game software that the public can use to play games for a fee, you must have a valid DCA <a href="#">Gaming Café</a> license.	<input type="checkbox"/> Yes
<b>2</b> If your business has 10 or more player-operated amusement devices or amusement devices, you must have a valid DCA <a href="#">Amusement Arcade</a> license. <b>Tip: If your business has one to four player-operated amusement devices</b> , it must comply with the requirements outlined on page 3. <b>Tip: If your business has five to nine player-operated amusement devices</b> , it must comply with the requirements outlined on page 3. <b>Tip:</b> If you have any amusement devices, then you must have a valid DCA Amusement Device license ( <a href="#">Permanent</a> , <a href="#">Temporary</a> , or <a href="#">Portable</a> ) for each amusement device. <b>Tip:</b> If your business has three or more pool, billiard, or pocket billiard tables, you also must have a valid DCA <a href="#">Pool or Billiard Room</a> license.	<input type="checkbox"/> Yes
<b>Required for businesses that must have Gaming Café or Amusement Arcade license:</b>	
<b>3</b> DCA’s new combined license and complaint sign must be posted where all customers can see it. <b>Note:</b> DCA combined the license and the complaint sign, previously separate documents, into one consolidated sign. New licensees and licensees that renew after October 15, 2013 will receive the new sign. Renewing licensees must remove the old license document and complaint sign that DCA previously provided and post the new combined sign. For more information about this new regulation, go to <a href="http://nyc.gov/consumers">nyc.gov/consumers</a> .	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
4	The business name, address, and “Department of Consumer Affairs” or “DCA” license number must be on all of the following: <ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Letterhead</li> <li>• Receipts</li> <li>• Other printed materials</li> </ul>	<input type="checkbox"/> Yes
<b>Location</b>		
5	Player-operated amusement devices and amusement devices may not be on the sidewalk outside your business or in any location that obstructs a public hallway, exit, or entrance.	<input type="checkbox"/> Yes
6	Gaming cafés and player-operated amusement devices may not be located within 200 feet of a public or private elementary school (grades K–6) or secondary school (grades 7–12). <b>Tip:</b> A fixed stand coin-operated ride for small children (e.g., an electronic rocking horse) can be located within 200 feet of a public or private elementary or secondary school.	<input type="checkbox"/> Yes
<b>Prizes</b>		
7	Player-operated amusement devices and amusement devices may not be on the sidewalk outside your business or in any location that obstructs a public hallway, exit, or entrance.	<input type="checkbox"/> Yes
<b>Minors</b>		
8	No one under the age of 18 can be in the gaming café or amusement arcade from 9:00 a.m. to 3:00 p.m. on weekdays during the school year. <b>Tip:</b> This does not apply to businesses with less than three gaming computers and less than five player-operated amusement devices. <b>Tip:</b> A minor who is exempt from New York State truancy laws, such as a high school graduate or a student enrolled in home instruction, may be on the premises during this time.	<input type="checkbox"/> Yes
<b>Signs</b>		
9	If free games or prizes are offered, the business must post a sign clearly stating the number of wins or the score required to obtain a free game or prize.	<input type="checkbox"/> Yes
10	Each player-operated amusement device must have a sign stating the rules of play and the price of each game clearly posted where it is visible to each player and prospective player.	<input type="checkbox"/> Yes
11	A sign must be clearly posted stating:  “WARNING! Unless exempt under New York State Education Law, persons under the age of 18 are not allowed on these premises Monday through Friday, between the hours of 9 a.m. and 3 p.m. during the regularly scheduled school year. New York State truancy laws will be enforced against such persons who remain upon these premises during those hours.”  <b>Tip:</b> The sign must be 11 x 17 inches. <b>Tip:</b> The word “WARNING” must be in all capital letters, in red ink, and at least 2 inches high. <b>Tip:</b> The remaining text should be at least ½ inch high. <b>Tip:</b> See a sample sign at <a href="http://nyc.gov/BusinessToolbox">nyc.gov/BusinessToolbox</a> .	<input type="checkbox"/> Yes

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A business with **ONE TO FOUR PLAYER-OPERATED AMUSEMENT DEVICES** must comply with the requirements outlined below:

Requirement		Do you meet this requirement?
<b>Location</b>		
1	Amusement devices and player-operated amusement devices cannot be located where the device or players obstruct a public hallway, exit, or entrance.	<input type="checkbox"/> Yes
2	Player-operated amusement devices may not be located within 200 feet of a public or private elementary school (grades K-6) or secondary school (grades 7-12). <b>Tip:</b> A fixed stand coin-operated ride for small children (e.g., an electronic rocking horse) can be located within 200 feet of a public or private elementary or secondary school.	<input type="checkbox"/> Yes

A business with **FIVE TO NINE PLAYER-OPERATED AMUSEMENT DEVICES** must comply with the requirements outlined below:

Requirement		Do you meet this requirement?
<b>Location</b>		
1	Amusement devices and player-operated amusement devices cannot obstruct or cause people to obstruct a public hallway, exit, or entrance.	<input type="checkbox"/> Yes
2	Player-operated amusement devices may not be located within 200 feet of a public or private elementary school (grades K-6) or secondary school (grades 7-12). <b>Tip:</b> A fixed stand coin-operated ride for small children (e.g., an electronic rocking horse) can be located within 200 feet of a public or private elementary or secondary school.	<input type="checkbox"/> Yes
<b>Minors</b>		
3	No one under the age of 18 can be in the business from 9:00 a.m. to 3:00 p.m. on weekdays during the school year. <b>Tip:</b> This does not apply to businesses with less than three gaming computers and less than five player-operated amusement devices. <b>Tip:</b> A minor who is exempt from New York State truancy laws, such as a high school graduate or a student enrolled in home instruction, may be on the premises during this time.	<input type="checkbox"/> Yes

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Signs		
<b>4</b>	<p>A sign must be clearly posted stating:</p> <p>“WARNING! Unless exempt under New York State Education Law, persons under the age of 18 are not allowed on these premises Monday through Friday, between the hours of 9 a.m. and 3 p.m. during the regularly scheduled school year. New York State truancy laws will be enforced against such persons who remain upon these premises during those hours.”</p>	<input type="checkbox"/> Yes



Bill de Blasio  
Mayor

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**Department of  
Consumer Affairs**

Julie Menin  
Commissioner

Visit [nyc.gov](http://nyc.gov) and  
search “Business  
Toolbox”

Contact 311  
(212) NEW-YORK  
(Outside NYC)

*New York City businesses must comply with all relevant federal, State, and City laws and rules, which are available in DCA’s Business Toolbox. Businesses are responsible for knowing and complying with current regulations that affect their business.*

# Inspection Checklist: General Retail

*Does your business sell goods or services?*

**Use this checklist to learn what our inspectors look for and help avoid violations:**

	Requirement	Do you meet this requirement?
	<b>Price Lists for Services</b>	
1	A price list with the types of services and the prices of those services must be displayed.	<input type="checkbox"/> Yes
2	The price list must be clearly posted or clearly displayed near the cash register and/or at the place(s) where orders are placed.	<input type="checkbox"/> Yes
3	If the price list states a minimum charge (e.g., “from \$ . . .”) or states a price “and up,” it must state the reason for the different prices and include the range of prices.	<input type="checkbox"/> Yes
4	If there is a sale or promotion, the pre-sale prices must also be posted for comparison.	<input type="checkbox"/> Yes
5	<p>Prices for services cannot be based on gender.</p> <p><b>Tip:</b> Words like “men’s,” “women’s,” and “ladies” cannot be used to describe the price; the difference must be described in a gender neutral way. (Example: Above the shoulder hair = \$15; Below the shoulder hair = \$30)</p> <p><b>Tip:</b> Instead of listing prices for shirts and blouses, the price must be described based on physical differences between the shirts. (Example: sequins, ruffles, fancy buttons)</p>	<input type="checkbox"/> Yes
	<b>Pricing for Goods</b>	
6	All items offered for sale must have a clearly visible price.	<input type="checkbox"/> Yes
7	For most items, the price must be attached to the item or on a sign where the item is displayed.	<input type="checkbox"/> Yes
8	If your store’s annual revenue is more than \$2 million or you are a chain store, you must individually price most food products, as well as paper products, detergents, soaps, nonprescription drugs, and health and beauty aids.	<input type="checkbox"/> Yes
9	Milk; eggs; fresh produce; snack foods that are less than 5 ounces; frozen foods; jars of baby food; and items that are less than 3 cubic inches, under 3 ounces and under \$1 do not have to be individually priced, but must have shelf prices.	<input type="checkbox"/> Yes

# Inspection Checklist: General Retail

	Requirement	Do you meet this requirement?
	<b>Signs</b>	
10	<p>Sale signs that advertise a percent discount—example: 20-50% off—must state the minimum percent discount.</p> <p><b>Tip:</b> Both the minimum and maximum numbers must be of equal size.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid green; padding: 10px; text-align: center;"> <p><b>20-50%</b> ✓ <b>OFF</b></p> </div> <div style="border: 2px solid red; padding: 10px; text-align: center;"> <p><del>20-50%</del> <del>OFF</del></p> </div> </div>	<input type="checkbox"/> Yes
11	<p>Sale signs cannot contain any of the following phrases:</p> <ul style="list-style-type: none"> <li>■ “Our list price”</li> <li>■ Below “manufacturer’s wholesale cost”</li> <li>■ “Manufacturer’s cost”</li> </ul>	<input type="checkbox"/> Yes
12	<p>Businesses that sell goods and services must post a refund policy.</p> <p><b>Tip:</b> A refund policy must be posted at each register, point of sale, or at each entrance.</p> <p><b>Tip:</b> Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”</p>	<input type="checkbox"/> Yes
13	<p>The refund policy must state any and all conditions or limitations to getting a refund. For example:</p> <ul style="list-style-type: none"> <li>■ Businesses must disclose any fees charged for refunds, such as “restocking fees.”</li> <li>■ If a business will not provide refunds for “as is” items, it must disclose that.</li> <li>■ Businesses must also disclose whether the refund will be in cash, credit, or store credit only.</li> <li>■ If proof of purchase is required for a refund, the sign must say so.</li> <li>■ A business that chooses not to offer refunds must post a sign that states, “No Refund,” or words to that effect.</li> <li>■ The sign must state that a written copy of the store’s refund policy is available on request.</li> </ul>	<input type="checkbox"/> Yes

## Inspection Checklist: General Retail

	Requirement	Do you meet this requirement?
14	If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted near the register and the entrance.	<input type="checkbox"/> Yes
	<b>Receipts</b>	
15	Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20.  <b>Tip:</b> This does not apply to food and drink that is meant to be consumed on the premises.	<input type="checkbox"/> Yes
16	The receipt must include each of the following: <ul style="list-style-type: none"> <li>■ Date of purchase</li> <li>■ Amount paid for each item</li> <li>■ Total amount paid</li> <li>■ Separate statement of tax</li> <li>■ Name and address of store</li> </ul>	<input type="checkbox"/> Yes
17	Receipts for electronics that cost more than \$100 must also include the make and model number of the item.	<input type="checkbox"/> Yes
	<b>Price Accuracy</b>	
18	When items are scanned, the price must match the lowest item price, shelf price, sale price, or advertised price.	<input type="checkbox"/> Yes
19	If no scanners are used, the price at checkout must still match the lowest item price, shelf price, sale price, or advertised price.	<input type="checkbox"/> Yes
20	Tax cannot be charged on tax-exempt items.  <b>Tip:</b> Check with the <a href="#">New York State Department of Taxation and Finance</a> for a complete list of which items are exempt.	<input type="checkbox"/> Yes

# Inspection Checklist: General Retail

	Requirement	Do you meet this requirement?
	<b>Layaway Plans</b>	
21	<p>If layaway is offered, each of the following written disclosures must be provided to consumers prior to accepting any payments over \$50 in 4 installments or more:</p> <ul style="list-style-type: none"> <li>■ Description of the item, including name, brand, color, and model number</li> <li>■ Total cost of the item including tax</li> <li>■ Charge to use layaway and any cancellation fee</li> <li>■ Duration of the layaway plan</li> <li>■ Payment schedule and any consequences of missed payments</li> <li>■ Refund policy</li> <li>■ Notice of whether or not the item won't be removed from inventory until a certain number of payments have been made</li> </ul> <p><i>Example 1:</i> NOTICE: NO MERCHANDISE WILL BE REMOVED FROM INVENTORY UNTIL X% OF THE PURCHASE PRICE HAS BEEN PAID.</p> <p><i>Example 2:</i> ATTENTION: YOUR SELECTION OF MERCHANDISE WILL NOT BE ORDERED UNTIL YOU HAVE MADE YOUR NEXT TO FINAL PAYMENT.</p>	<input type="checkbox"/> Yes
	<b>Expired Over-the-counter Medication</b>	
22	It is illegal to sell over-the-counter medication after the expiration date on the label.	<input type="checkbox"/> Yes