LICENSES, PERMITS & CERTIFICATIONS - NEW YORK

New York mobile mechanic licenses and requirements

DMV repair shop registration for mobile units, vehicle signs, refrigerant rules and sales tax for mobile mechanics in New York.

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1 The rules at a glance

- Form the business and get a Certificate of Authority
- DMV repair shop registration for the mobile unit ($10 plus $150 for two years)
- On-site investigation and an overnight parking address
- Official signs on the vehicle
- Refrigerant equipment proof and EPA 609 for A/C work
- Sales tax on parts and labor

Requirements at a glance

Form the business (Department of State or county clerk)

Required - State - New York Department of State; your county clerk

Corporations and LLCs file with the New York Department of State; an LLC files Articles of Organization and then, within 120 days, publishes notice of its formation in two newspapers and files a Certificate of Publication, or its authority to do business is suspended. Individuals or partnerships using an assumed name file a business certificate with the county clerk. The DMV asks facility applicants for the DOS filing receipt or the county business certificate.

Fees: LLC Articles of Organization: $200. Certificate of Publication: $50 (newspaper costs are extra).

Official application: https://dos.ny.gov/articles-organization-domestic-limited-liability-company-0

Sales Tax Certificate of Authority

Required - State - New York State Department of Taxation and Finance

If you will make sales subject to sales tax, register with the Tax Department through New York Business Express at least 20 days before you begin business and wait for your Certificate of Authority. Display it at your place of business (or in your vehicle if you have no fixed location). The rate depends on the location; use the Department's rate lookup by address.

Fees: Operating without a Certificate of Authority: penalty up to $500 for the first day and up to $200 for each later day, up to $10,000; $50 penalty for not displaying it.

Collect sales tax on parts and labor

Required - State - New York State Department of Taxation and Finance

Sales tax applies to the total charge for parts and labor for repair services, wherever the work is done. Parts that go to the customer can be bought with Form ST-120; tools are taxable to you.

DMV repair shop registration for a mobile unit

Required - State - New York State Department of Motor Vehicles

Repairing or diagnosing vehicles for compensation requires DMV repair shop registration, including mobile repair shops. A mobile repair shop needs an on-site investigation and must give the physical location where the vehicle is parked at night. The official indoor sign is affixed to the mobile unit, the outdoor sign may be smaller but no smaller than 1 foot high by 2 feet wide, and the labor charge sign is fixed to the outside of the unit.

Fees: $10 nonrefundable application fee plus $150 registration fee valid two years (CR-82).

Businesses that only change oil, batteries or tires, replace belts, filters, wiper blades or bulbs, or polish and wash are excluded from registration.

Official application: https://dmv.ny.gov/business/open-a-repair-or-body-shop

Refrigerant equipment proof and EPA 609 certification for A/C work

Required in some cases - State - New York State Department of Motor Vehicles; U.S. Environmental Protec

If you service air conditioning, the DMV requires proof of approved refrigerant recycling equipment (VTL 398-c), and federal rules require EPA Section 609 certification for paid A/C service.

Official agencies and links

Articles of Organization for Domestic Limited Liability Company
New York Department of State, Division of Corporations
https://dos.ny.gov/articles-organization-domestic-limited-liability-company-0

Open and Operate a Repair or Body Shop
New York State Department of Motor Vehicles
https://dmv.ny.gov/business/open-a-repair-or-body-shop

Repair Shop Requirements (VS-145)
New York State Department of Motor Vehicles
https://dmv.ny.gov/forms/vs145.pdf

Auto Repair and Body Shops (TB-ST-40)
New York State Department of Taxation and Finance
https://www.tax.ny.gov/pubs_and_bulls/tg_bulletins/st/auto_repair.htm

How to Register for New York State Sales Tax (TB-ST-360)
New York State Department of Taxation and Finance
https://www.tax.ny.gov/pubs_and_bulls/tg_bulletins/st/how_to_register_for_nys_sales_tax.htm

Frequently asked questions

Where do I display my Certificate of Authority without a shop?
The Tax Department says that if you have no permanent location you can attach it to your truck or other vehicle you work from.

This guide is general information, not legal advice. Rules change and can depend on your city or county, so confirm with the official agencies linked below before you apply.