



APPLICATION FOR SNOW PLOWING LICENSE

Processing Time: Approximately 2 weeks

APPLICATION REQUIREMENTS –Application, fees and insurance requirements must be submitted to:
Central Permit Office

201 East Washington Street, Room 101 • Syracuse, New York 13202
Phone # 315-448-8474 • BusinessLicense@syrgov.net

Required Submittals:

1. Completed Application with payment. Checks or money orders are acceptable forms of payment. All checks/money orders must be made payable to “Commissioner of Finance”;
2. General liability (\$1,000,000 policy) insurance certificate with the City listed as additional insured. The certificate holder on the policy should be: City of Syracuse DPW, 1200 Canal St. Ext. Syracuse, NY 13210;
3. Auto Insurance Policy with a minimum limit of five hundred thousand dollars (\$500,000.00), with a minimum of fifty thousand dollars (\$50,000.00) property damage coverage that lists the City of Syracuse as additionally insured;
4. Copy of Vehicle Registration;
5. Copy of New York State Driver’s License of vehicle driver.

City Regulations For All Snow Plow Drivers:

- Pursuant to Section 9-161(b) of the Revised General Ordinances of the City of Syracuse: “No snow removal contractor shall sweep, throw, deposit or plow snow or any other material or materials prohibited by any ordinance of the city of Syracuse into the street, gutter or public square or park or any sidewalks within the city.”
 - For example:
 - All snow from any property shall stay “self-contained” during any snowplowing activities.
 - Absolutely no snow may be pushed across the street or into the street.
 - No snow piles may be created at the end of the plowed driveway that would make ingress/egress unsafe for pedestrians and other vehicles.
 - No snow piles may be created, blocking the sidewalk

Violations of the above regulations and other pertinent City ordinances and regulations regarding snow plowing and removal may result in tickets, fines, and/or the revocation of a City snow plowing license.

Please feel free to contact Pam Dalton at 315-448-8474 with any questions or concerns.

Please send your completed application, including all required submittals to:

Central Permit Office
Licensing
201 E Washington St, Room 101
Syracuse, NY 13202

Fee: \$250.00 year/per Vehicle



APPLICATION FOR SNOW PLOWING LICENSE

Name of Applicant _____

Address _____

Phone: _____

City/State/Zip _____

Date of Birth _____

Business Name _____

Business Address _____

City/State/Zip _____

Business Phone # _____

Is the Applicant a Corporation, Partnership, Association or Firm? _____ if yes, list its principal officers

with their respective places of residence, phone numbers, titles and date of birth: _____

New York State Tax Identification # _____

Name of Driver _____

Address: _____

Year & Make of Vehicle _____

License Plate # _____

The undersigned _____, does hereby apply to the City of Syracuse, State of New York, to engage in the business of snow plowing, pursuant to Chapter 9, Article 14 of the Revised General Ordinances of the City of Syracuse.

INDEMNIFICATION STATEMENT

The applicant, upon issuance of a license, herein agrees to indemnify and save harmless the City of Syracuse, its agents, officers and employees thereof from all claims, suits or actions of every name or description brought against the City, its officers, employees or agents for or on account of bodily injuries, including death or damages to property, received or sustained, or alleged to be sustained by any person or persons arising out of the license issued herein. This indemnity shall survive the expiration and/or termination of this license.

SIGNATURE OF APPLICANT

DATE

PLEASE PRINT NAME

NOTARY

Approvals:

The Central Permit Office will route the application and associated submittals to the below departments for their review after the applicant has submitted the application and required submittals to the Central Permit Office.

Police Department

Application Approved _____ **Date** _____
