



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Amusement Device Operator License Instructions

Overview: This license is required for any person who owns, places, distributes, or locates an amusement device or devices in any place where it is operated for amusement, patronage, or recreation of the public. Amusement devices are any money-controlled gaming devices of any description. These include but are not limited to electronic dart boards, bagatelle (pinball) machines, iron-claw machines, interactive television games, jukeboxes (including modern jukeboxes and touch tunes) and all similar devices. For more information, [click here to read the ordinance](#).

Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Amusement Device Operator License Application, page 2 to 3

License Requirements:

- A separate license, the Amusement Device Location License, must be obtained by the business owner of the establishment in which the devices are held. If you own the device and it is in an establishment you own, you are responsible for obtaining both licenses.
- Amusement Operators must purchase a certificate for each amusement center location to display prominently in the business.
- Amusement devices are not permitted to be held in a location that is within 200 feet of the lot line of a public or private school, church, or playground. Gambling devices and adult entertainment devices are not permitted.
- The license must be renewed each year. The certificate expires on December 31 of the year issued, unless issued after October 31 the certificate will expire on December 31 of the following year.

Application Checklist:

- Completed the Amusement Device Operator License Application (pages 2 to 3). The application must be signed in the presence of a notary public.
- \$100 Application Fee. \$5 Certificate for each Amusement Center Location. Check or Money Order payable to Commissioner of Finance.
- Copy of Applicant's Photo Identification: Driver's License, Passport, or equivalent.

Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fee, and additional document must be submitted to:

City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-8474 | Licensing@syr.gov



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Amusement Device Operator License Application

Business Name: _____

Applicant Name: _____ Date of Birth: _____

Home Address: _____

Phone: _____

Business Address: _____

Business Phone: _____

Is your Business one of the following? (circle one): Corporation / Partnership / Association / Firm

If yes, list all principal officers including their addresses, phone numbers, titles, and dates of birth:

Are you placing any gambling devices (circle one)? Yes / No

Are you placing any adult entertainment amusement devices (circle one)? Yes / No

List all devices you own/operate and the name and address of the business they are in:

Device: _____ Location: _____

Device: _____ Location: _____

Device: _____ Location: _____

Device: _____ Location: _____

Device: _____ Location: _____



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The undersigned _____ does hereby apply to the License Commissioner of the City of Syracuse, State of New York, for an Amusement Device Operator License pursuant to the Revised General Ordinances of the City of Syracuse.

Indemnification Statement

Upon issuance of this license, the applicant agrees to indemnify, defend, and hold harmless the City of Syracuse, its officers, agents, and employees from and against all damages, claims costs, or expense arising from the issuance of this license, provided that such damage, claim cost or expense is attributable to bodily injury, sickness, disease, or death or damage to property. This indemnity shall survive the expiration and/or termination of this license.

Section below to be completed in the presence of Notary Public:

Applicant Signature _____ Date: _____

Duly sworn to before me on this ____ Day of _____, 20____,

by _____.

Applicant Name

SEAL/STAMP

Notary Public Print Name

Notary Public Signature