



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Booting on Private Property License Instructions

**Overview:** This license is required for all persons, businesses, parking lots, and parking garages holding vehicle immobilization policies on their private property or lots and are actively booting vehicles on private property in the City of Syracuse. For more information, [click here to read the Ordinance](#).

### Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Booting on Private Property License Application, pages 2 to 3

### License Requirements:

- The owner of the business/private lot doing the booting must apply.
- The license is non-transferrable and must be renewed every year. The license expires one year after it is issued.
- The license certificate provided must be posted conspicuously on the premises.
- Warning signs must be posted at all entrances and exits of the lot stating your parking and booting policies and fees. **Booting Fee shall not exceed \$100.**
- A City review and background check must be conducted before the license is issued.
- If the use of vehicles is present, please provide vehicle information, registration, and insurance.
- If the use of privately owned tow trucks is present, a City of Syracuse Towing Company license is required, as well as all vehicle information, registrations, and insurances.

### Application Checklist:

- Completed Booting on Private Property License Application (pages 2 to 3). Application must be signed in the presence of a notary public.
- \$200 Application Fee. Check or Money Order payable to Commissioner of Finance.
- Certificate for General Liability Insurance: \$1,000,000 minimum policy listing the City of Syracuse as additionally insured.
- NYS Vehicle Registration and Auto Insurance Policy (if using a vehicle or tow truck).
- Copy of NYS Driver's License for each listed partner, member, or officer of the business.

### Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fee, and documents 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](mailto:Licensing@syr.gov)



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## Booting on Private Property License Application

Owner/Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Business Name and/or Doing Business As (DBA): \_\_\_\_\_

Business Address/Lot location: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Days/Hours of Operation: \_\_\_\_\_

Please list your policy, which shall be outlined on warning signs posted at all entrances and exits: \_\_\_\_\_

\_\_\_\_\_

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list all additional State, County, or City license numbers and types held by the business or individual: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If using vehicles or tow trucks, list all vehicle information including Make/ Model/ Year / License Plate Number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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I \_\_\_\_\_, have read the instructions and agree to and understand that vehicle immobilization charges shall not exceed \$100 per boot.

The undersigned \_\_\_\_\_ does hereby apply to the License Commissioner of the City of Syracuse, State of New York, for a Booting on Private Property 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 Signature