



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Certificate of Use Business License Application Instructions

**Overview:** This license is required for any bar, restaurant, drugstore, food store under 20,000 square feet or with a pharmacy, or smoking establishment in the City of Syracuse (definitions of terms used in this application are on page 6). The license ensures the business operates in accordance with the law, does not negatively impact surrounding residential neighborhoods, and does not endanger citizens' health, safety, and welfare. For more information, [click here to read the Ordinance](#).

### Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Application Review Process, page 2
- Certificate of Use Business License Application, pages 3 to 5
- Definitions of Terms, page 6

### License Requirements:

- The Proprietor or Property Owner of the business must apply.
- The license must be renewed every two years and the application submitted 60 days before expiration.
- The license is not transferable to a new proprietor, address, or type of business.
- A City review process must be conducted to approve the license (see application review process on page 2).
- Certificate must be posted conspicuously in a window or door.

### Application Checklist:

- Completed Certificate of Use Business License Application (pages 3 to 5). The application must be signed in the presence of a notary public.
- Non-refundable \$500 Application Fee. Check or Money Order payable to Commissioner of Finance.
- Proof of Workers' Compensation Insurance Coverage.
- Copy of Applicant's Photo Identification: Driver's License, Passport, or equivalent.
- Optional: Provide date-stamped pictures of the outside of the business showing signage and building façade. This could speed up the review of your application. These can be hard copies submitted with the application, or electronic copies emailed to [Licensing@syr.gov](mailto:Licensing@syr.gov).

### Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fees, and additional 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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## Application Review Process

1. **Application is Submitted:** Completed application, fees, and additional documents must all be submitted to the Central Permit Office to be accepted for review.
2. **Application is Reviewed:** The following internal reviews are conducted on the Proprietor and Property Owner:
  - Criminal Background Checks: For specific types of felony and misdemeanor convictions.
  - Financial Indebtedness to City: To determine if there are unpaid parking tickets, delinquent water bills, delinquent taxes, civil penalties, or other housing judgments or monies due to the City.
  - Required Business Approvals: To ensure all necessary licenses and permits for the business have been obtained.
3. **Premises Inspected:** When an applicant passes the above internal reviews, the premises will be inspected by the departments listed below to determine if the Proprietor and Property Owner are complying with applicable laws and ordinances. Premises will be inspected during normal business hours.
  - Code Enforcement
  - Fire Prevention
  - Zoning
4. **License Issued:** If internal reviews and inspection of the premises are satisfactory, a Certificate of Use or Conditional Certificate of Use will be issued.
  - Certificate of Use: All inspections and reviews are satisfactorily completed, and applicable fees paid.
  - Conditional Certificate of Use: The Proprietor or Property Owner signs a notarized statement to meet requirements identified in the review process. This must be submitted to the Director of Code Enforcement and requirements met by the date listed on the Conditional Certificate of Use for the license to be issued.
5. **License Denied:** If internal reviews and inspection of premises are not satisfactory the application will be denied, and the applicant notified of the following:
  - The reason(s) for denial.
  - The right to request a hearing withing 15 days of the notice.

### Failure to Apply or Renew:

Failure to apply for or renew the license can result in business closure and/or civil and criminal penalties. Both the Proprietor and Property Owner of the business are responsible for ensuring the license is obtained.

### Failure to Maintain Good Order:

Proprietors are expected to comply with all:

- Federal and State statutes, rules, and regulations
- City of Syracuse local laws, ordinances, rules, and regulations
- Notices, orders, decisions, and determinations by City officials

Failure to do so will result in points assigned, based on the severity of the violation and conviction. Accumulation of excessive points in a 12 or 24-month period can result in the license being suspended or revoked, business closure, and/or civil and criminal penalties.



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## Certificate of Use Business License Application

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Type of Business (check one):

Bar    Restaurant    Drugstore    Food Store    Smoking Establishment

### Proprietor Information:

Proprietor Name: \_\_\_\_\_

Proprietor Date of Birth: \_\_\_\_\_

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

Proprietor Phone: \_\_\_\_\_ Proprietor Email: \_\_\_\_\_

Business Entity (check one):

Sole Proprietor    Partnership    Corporation    LLC

If other than Sole Proprietor, list all partners and limited liability company members, including address and dates of birth. Also list any assumed names of the business (DBA).

\_\_\_\_\_  
\_\_\_\_\_

### Property Owner Information:

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_



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### Additional Business Information:

Days/Hours of Operation: Sun: \_\_\_\_\_ Mon: \_\_\_\_\_ Tue: \_\_\_\_\_  
Wed: \_\_\_\_\_ Thu: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_

Is there on-site cooking?  Yes  No

- If yes, do you have a fire suppression hood system?  Yes  No

Is there on-site food preparation?  Yes  No

- If yes, do you have a Special Permit for food prep?  Yes  No

Do you have a fire alarm / smoke detector system?  Yes  No

- Fire Department Capacity Number: \_\_\_\_\_

Do you have a sprinkler system in your space?  Yes  No

Do you have an elevator or dumb waiter in your space?  Yes  No

Is there any interior seating?  Yes  No If yes, state number of tables: \_\_\_\_\_

Is there any outside seating?  Yes  No If yes, state number of tables: \_\_\_\_\_

Number of on-site parking spaces: \_\_\_\_\_

Do you have music or entertainment?  Yes  No

If yes, do you have a Dance/Floor Show/Entertainment License?  Yes  No

- If yes, do you have a Special Permit for Entertainment?  Yes  No

Do you have any amusements such as video games or a juke box?  Yes  No

- If yes, how many: \_\_\_\_\_
- If yes, is the Amusement Device Location License current and displayed?  Yes  No

If licensed by New York State Alcoholic Beverage Control Board, provide License Number: \_\_\_\_\_

List all State, County, and additional City Licenses held by the Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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The undersigned \_\_\_\_\_ does hereby apply to the License Commissioner of the City of Syracuse, State of New York, for a Business Certificate of Use 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



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## Definitions of Terms

### Definitions:

Definitions of the business types required to obtain the Certificate of Use Business License, and other terms used in this application are listed below. They are found in Chapter 27, Article 12 of the Revised General Ordinances of the Property Conservation Code of the City of Syracuse.

**“Bar”** shall mean one or more of the following:

- A building or portion thereof where alcoholic beverages are sold for consumption on the premises.
- A building or portion thereof operated for profit or pecuniary gain or as a place of assembly where alcoholic beverages are provided by the operator of the premises, his or her agents, servants, or employees, or are brought onto said premises by persons assembling there.

**“Business”** and **“Businesses”** shall mean a bar, food store, drugstore, restaurant, or smoking establishment as defined herein.

**“Drugstore”** shall mean a building or portion thereof where prescription drugs are sold at retail, together with dry goods, food, or beverages.

**“Food Store”** means a building or portion thereof with a total floor space of less than 20,000 sq. ft. which is devoted, in whole or part, to the sale of dry goods and food and beverages to be consumed off the premises.

**“Owner”** means and includes the owner or owners of the freehold of the premises or lesser estate therein who appears as the owner of record with the Onondaga County Clerk’s Office, as well as any person, agent, firm, entity, or corporation having any legal or equitable interest in the property at the time a notice, order or other document is issued by the Division of Code Enforcement.

**“Proprietor”** means an owner and/or operator or future owner and/or operator of the business specified on a particular Certificate of Use for a particular business location.

**“Premises”** shall mean the building in which the business is located, as well as accessory structures and uses, including parking lots, and the land on which the building is located.

**“Restaurant”** shall mean a building or portion thereof where food is sold to be consumed on or off the premises. This definition shall not include a building or portion thereof where a non-alcoholic beverage or snack is available but is incidental to the conduct of the business at the premises or a college or university’s dining halls.

**“Smoking Establishment”** shall mean a building or portion thereof where tobacco products and paraphernalia, which includes but shall not be limited to cigarettes, cigars, pipes, Kreteks (clove cigarettes), hookahs, and Shisha, are used and/or consumed on the premises.