



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Floor Show Entertainment License Instructions

**Overview:** This is a yearly license required for restaurants, bars, and hotels which hold live entertainment on a consistent basis in the City of Syracuse. Live entertainment includes but is not limited to a dance floor, live music, live DJ's, dancers, and karaoke. For live entertainment that is a one-time occurrence, file for a one-day license such as the Concert, Dance, or Entertainment/Exhibit Licenses on our website. For more information, [click here to read the Ordinance](#).

### Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Floor Show Entertainment License Application and License Fee, pages 2 to 3

### License Requirements:

- The property or business owner of the space holding live entertainment must apply.
- The license must be renewed at the beginning of the calendar year. The license expires on December 31.
- The license requires an inspection of the premises by the Fire Prevention Bureau after submitting the application and before issuance. It is your responsibility to schedule this inspection. To streamline your inspection, have the following information and documents available for your inspector:
  - Capacity sign issued by the Fire Prevention Bureau.
  - Copies of the most recent sprinkler system report, smoke detector and fire alarm certification, and fire suppression system inspection report if applicable.
  - Ensure all exit signs and emergency lighting devices are functioning properly.
- All outdoor entertainment must cease at 10 p.m.
- Certificate must be posted conspicuously in a window or door of the premises.

### Application Checklist:

- Completed Floor Show Entertainment License Application (pages 2 to 3). The application must be signed in the presence of a notary public.
- Application Fee (See page 2). 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 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](mailto:Licensing@syr.gov)
3. Schedule an inspection by calling the Fire Prevention Bureau at 315-448-4777.



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## Floor Show Entertainment License Application

**License Fee (Determined by seating capacity):**

- 250 or greater: \$300
- 150 to 250 seats: \$250
- 75 to 149 seats: \$200
- 75 or under: \$75

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

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

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

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

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

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

State the exact nature of the activity you seek to have licensed: \_\_\_\_\_

\_\_\_\_\_

If licensed by Alcohol Beverage Control Board, provide permit number: \_\_\_\_\_

Seating Capacity: \_\_\_\_\_ (Determined by the Fire Prevention Bureau)

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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The undersigned \_\_\_\_\_ does hereby apply to the License Commissioner of the City of Syracuse, State of New York, for a Floor Show Entertainment 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