



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Going out of Business Sale License Instructions

Overview: This license is required to be obtained before the sale of any goods, wares, or merchandise of any kind due to the establishment going out of business. For more information, [click here to read the ordinance](#).

Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Going out of Business Sale License Application, pages 2 to 3

License Requirements:

- This license will be issued for a 30-day period. The license can be renewed for an additional 30 days if needed.
- Persons acting pursuant to a court order, in accordance with their duties as public officials (sheriffs and marshals), or licensed auctioneers in the city of Syracuse are exempt from these provisions.
- A city review must be conducted before a license is issued.

Application Checklist:

- Complete the Going out of Business Sale License Application (pages 2 to 3). The application must be signed in the presence of a notary public.
- Inventory and retail value of goods to be sold attached with application.
- Application Fee of \$50.00. 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 documents must be submitted to:
City of Syracuse, Central Permit Office
One Park Place
300 South State St
Syracuse, NY 13202
3. Contact us : 315-448-8474 | licensing@syr.gov



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Going out of Business Sale License Application

Applicant Name: _____ Date of Birth: _____

Home Address: _____

Business Name and D/B/A: _____

Business Address: _____

Applicant Phone #: _____ Business Phone #: _____

Is the applicant a (circle one) Corporation, Partnership, Association, or Firm?

- If yes, list it's principle officers and/or any partners with their respective places of residence, phone numbers, titles, and date of birth:

Type of goods to be sold: _____

Dates sale is to begin and end: _____

Reason for urgent disposal of goods to be sold: _____

State the nature of occupancy of premises (lease or sub-lease) and the effective date of termination: _____

Address of sale (if different from above): _____

Please give New York State License # (if any): _____



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The undersigned, _____, does hereby apply to the License Commissioner of the City of Syracuse, State of New York, to engage in a Going out of Business Sale, 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