



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Motion Picture License Instructions

Overview: This license is required for any owner/operator of a motion picture device used to show motion pictures (movies) to members of the public for a sum of money, located in a place of business operated for amusement, patronage, or entertainment of the public. Movie theaters are required to obtain this license every year. For more information, [click here to read the Ordinance](#).

Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Motion Picture License Application and License Fee, pages 2 to 3

License Requirements:

- The license must be renewed every year. The license expires on December 31 of the year it is issued.
- 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.

Application Checklist:

- Completed Motion Picture License Application (pages 2 to 3). The application must be signed in the presence of a notary public.
- Application Fee (Determined by seating capacity on 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 and fee 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

3. Schedule an inspection by calling the Fire Prevention Bureau at 315-448-4777.



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Motion Picture License Application

License Fee (Based on Capacity):

- Over 1400: \$200
- 1200-1400: \$110
- 1000-1200: \$85
- 800-1000: \$60
- 600-800: \$50
- Less than 600: \$35

½ price after July 1

Name of Applicant: _____

Date of Birth: _____ Phone: _____

Home Address: _____

Business Name: _____

Are you conducting business under an assumed name (DBA)? _____

Address/Location of Theater: _____

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:

Please list any additional New York State License Numbers and types (if any):

Seating Capacity: _____ (Determined by Fire Prevention Bureau)



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The undersigned _____ does hereby apply to the License Commissioner of the City of Syracuse, State of New York, for a Motion Picture 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