



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Scrap Processor License Instructions

**Overview:** This license is required for persons and establishments who hold and conduct business at a scrap metal processing facility. A scrap metal processing facility is an establishment engaged primarily in the purchase, processing, and shipment of ferrous and/or nonferrous scrap, which produces raw material for remelting purposes for steel mills, foundries, smelters, refiners, and similar users. For more information, [click here to read the Ordinance](#).

### Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Scrap Processor License Application, pages 2 to 3

### License Requirements:

- The license must be renewed every year.
- A City review must be conducted before the license is issued.

### Application Checklist:

- Completed Scrap Processor License Application (pages 2 to 3). The application must be signed in the presence of a notary public.
- \$200 Application Fee. 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)



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## Scrap Processor License Application

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

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

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

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

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

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 give New York State License Number and type (if any): \_\_\_\_\_



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