



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Secondhand Auto Dealer License Instructions

**Overview:** This license is required for any person, corporation, partnership, business, or association engaging in the commercial exchange, purchase, and/or sale of secondhand automobiles sold at resale. For more information, [click here to read the Ordinance](#).

### Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Secondhand Auto Dealer License Application, pages 2 to 3

### License Requirements:

- The license must be renewed every year. You may also apply for a one-day sale event.
- The license does not apply to non-profit or charitable organizations that receive or sell secondhand articles.
- A background check and City review must be conducted before the license is issued.

### Application Checklist:

- Completed Secondhand Auto Dealer License Application (pages 2 to 3). The application must be signed in the presence of a notary public.
- Application Fee (\$250 Per Year or \$50 Per Day). Check or Money Order payable to Commissioner of Finance.
- Copy of Applicant's Photo Identification: Driver's License, Passport, or equivalent.
- Proof of NYS Certificate of Authority.

### 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

315-448-8474 | [Licensing@syr.gov](mailto:Licensing@syr.gov)



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## Secondhand Auto Dealer License Application

**License Fee:**

- Year: \$250
- Day: \$50

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

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

City/State/Zip: \_\_\_\_\_

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

Business Name and (D/B/A): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ NYS Tax Identification Number: \_\_\_\_\_

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 Secondhand Auto Dealer 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