



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Secondhand 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 articles for any purpose and of any nature. A secondhand article is any type of goods sold at resale. For more information, [click here to read the Ordinance](#).

Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Secondhand 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 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



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Secondhand Dealer License Application

License Fee:

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

Type of items to be sold: _____

Applicant Name: _____ Date of Birth: _____

Home Address: _____

Phone: _____

Business Name and/or Doing Business As (DBA): _____

Business Address: _____

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 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