



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Solicitors License Instructions

Overview: This license is required for a person or entity selling food, goods, wares, merchandise, or services by going house to house or business to business in the City of Syracuse. This includes the soliciting of items or services to be performed in the future or for making, manufacturing, or repairing any article or thing for future delivery. This does not include the delivery of newspapers or periodicals. For more information, [click here to read the Ordinance](#).

Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
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- Solicitors License Application, pages 3 to 4
- Solicitors Assistant Application, pages 5 to 6
- Prohibited Disorderliness, page 7

License Requirements:

- The license must be obtained by the proprietor/company engaged in the business of soliciting. Each representative/assistant soliciting under this license must obtain a separate Solicitors Assistant License.
- A background check and City review must be conducted for each applicant before the license is issued.
- Disorderliness by licensees is prohibited. See page 6 for more information.
- A badge issued with the license must be worn in a conspicuous place on the solicitor while engaged in business transactions under the license.

Application Checklist:

- Completed Solicitors License Application (pages 2 to 5) and Completed Solicitors Assistant Application (pages 5 to 6), if applicable. Applications must be signed in the presence of a notary public.
- Nonrefundable Application Fee: \$350 for Solicitors License and \$100 for Solicitors Assistants. Check or Money Order payable to Commissioner of Finance.
- Copy of Applicant's Photo Identification: Driver's License, Passport, or equivalent. Copy for each Solicitor/Solicitor Assistant is required.
- Copy of NYS Driver's License, Vehicle Registration, and Insurance (if using a motor vehicle).
- 2 Passport Quality Photographs of Applicant/Vendor. Dimensions: 2" x 2".
- 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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Application Review Process

1. **Application is Submitted:** Completed application, fees, and additional documents must all be submitted to the Central Permit Office to be accepted for review.
2. **Application is Reviewed:** The following internal reviews are conducted on the Proprietor and Property Owner:
 - Criminal Background Checks: For specific types of felony and misdemeanor convictions.
 - Financial Indebtedness to City: To determine if there are unpaid parking tickets, delinquent water bills, delinquent taxes, civil penalties, or other housing judgments or monies due to the City. These must be paid before the license is issued.
3. **License Issued:** if internal reviews are satisfactory, a license will be issued.
4. **License Denied:** if internal reviews are not satisfactory, the application will be denied, and the applicant notified of the following:
 - The reason(s) for denial.
 - The right to request a hearing withing 15 days of the notice.



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Solicitors License Application

Business Name: _____

Business Address: _____

Business Phone: _____ Business Email: _____

Applicant Name: _____

Applicant Date of Birth (or Date of Formation if applicant is a corporation or LLC): _____

Applicant Phone: _____

Business Entity (circle one): Sole Proprietor / Partnership / Corporation / LLC

If other than Sole Proprietor, list all partners and limited liability company members, including address and dates of birth. Also list any assumed names of the business (DBA):

If the application involves the use of a motorized vehicle:

NYS Driver's License Number: _____

Insurance and State Vehicle Registration: _____

Year, Make, Model, and Color of Vehicle: _____

Type of Goods, Wares, Services and/or Merchandise being offered: _____

New York State Department of Taxation and Finance Certificate of Authority Number: _____

I have read and understand the instruction sheet regarding hours of operation: _____

(Applicant Signature)



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



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Solicitors Assistant Application

Business Name: _____

Business Address: _____

Business Phone: _____

City of Syracuse Solicitors License Number: _____

Applicant Name: _____

Applicant Address: _____

Applicant Date of Birth: _____

Applicant Phone: _____

If the application involves the use of a motorized vehicle:

NYS Driver's License Number: _____

Insurance and State Vehicle Registration: _____

Year, Make, Model, and Color of Vehicle: _____

Type of Goods, Wares, Services and/or Merchandise being offered: _____

I have read and understand the instruction sheet regarding hours of operation: _____

(Applicant Signature)



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

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



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Prohibited Disorderliness

- No licensee or licensee's assistant shall carry on his business in a loud or boisterous manner, nor shall he advertise his goods or services by calling or shouting, nor shall he advertise his goods or services by ringing any bell or playing or causing to be played any mechanical or electrical musical sound device while in a stationary position.
- No licensee or licensee's assistant shall ring any gong or bell or cause to be played any mechanical or electrical musical sound device to advertise his wares or in aid of his business in any street, lane, or alley or upon any sidewalk or upon any plaza, steps or platform immediately adjoining any street, land, or alley in the city between 6:00 p.m. and 10:00 a.m. of the following day.
- No licensee shall conduct business within a residential neighborhood of the City of Syracuse between the hours of 6:00 p.m. in the evening and 10:00 a.m. of the morning of the following day.
- No licensee or licensee's assistant shall approach, for the purpose of soliciting, any entryway that does not face the street, unless welcomed by explicit invitation of the owner, occupant, or person legally in charge of the premises.
- It shall be unlawful for any person while conducting the business of a solicitor, to enter upon any residential or commercial property in the City of Syracuse where the owner, occupant or person legally in charge of the premises has posted, at the entry to the premises, or at the entry to the principal building on the premises, a sign bearing the words "No Solicitors," or words of similar import. A "No Solicitors" list shall be made available at the City of Syracuse Central Permit Office. Residents and business owners may sign up on said list and said list shall be presented to any prospective solicitors or peddlers. Residents and business owners shall not be required to register their name on the "No Solicitors" list and post a "No Solicitors" sign.
- Licensees and/or licensee's assistants shall immediately depart the premises of a business, household, owner, or occupant upon being requested to do so.
- Licensees and/or licensee's assistants shall not resort to deceptive acts or practices, physical abuse, threats, intimidation, or harassment while conducting business or offer for sale any provision, food or merchandise that is unfit or otherwise harmful to the user or consumer thereof.
- Penalties: Any licensee or licensee's assistant committing an offense against this article shall be guilty of an infraction punishable by a fine not to exceed \$150.00 in amount, or imprisonment not to exceed 15 days or both such fine and imprisonment, or to a penalty not exceeding \$500.00 to be recovered by the city of Syracuse in a civil action. Additionally, license to solicit may be revoked or suspended pursuant to the provisions of Section 9-87.4.