



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Towing Company License Instructions

Overview: This license is required for any person and/or company engaging in vehicle towing in the City of Syracuse. For more information, [click here to read the Ordinance](#).

Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Towing Company License Application, pages 2 to 3

License Requirements:

- The proprietor/company owner must apply for the license.
- The license must be applied for and renewed each year in the month of April.
- A background check and City review must be conducted before the license is issued. An inspection of the location of the towing company and of the premises where towed vehicles are stored will take place during normal business hours to determine whether public safety problems exist.
- The license must be posted in a conspicuous place on the premises of the towing company as well as a copy of the license in each towing vehicle used by the company.
- The license decal(s) provided must be posted in the back window of each vehicle being used for towing.
- The license does not put you on the Syracuse Police Towing List. For more information, contact our office.

Application Checklist:

- Completed Towing Company License Application (pages 2 to 3). Application must be signed in the presence of a notary public.
- \$200 Application Fee (for the first vehicle). \$25 for each additional vehicle.
- Proof of Insurance Policies Required by NYS (minimum limits of \$100,000, \$200,000 bodily injury, and \$50,000 property damage with the City of Syracuse listed as additionally insured).
- Copy of Applicant's NYS Driver's License
- Copy of NYS Driver's License for each additional driver (if applicable).

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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Towing Company License Application

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

Owner 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:

Business Hours: _____ Towing Hours: _____

List all vehicles used for towing: Include Make, Model, Year, and License Plate Number:

Towing Charges: _____ Storage Charges Per Day: _____



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