



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Transient Retail Business License Instructions

**Overview:** Transient Retail is defined as a business conducted in a store, hotel, house, building, or structure for the sale of retail goods, wares, or merchandise (other than food products); conducted for a temporary period of time and not permanently. If business is conducted for 6 months or less, it is considered transient. For more information, [click here to read the ordinance](#).

### Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Transient Retail Business License Application, pages 2 to 3

### License Requirements:

- Business shall not be conducted for a period of more than 6 (six) months.
- The licensee shall file a verified report of the stock on hand before a license is issued, and report any stock received after the license is issued.
- The licensee shall file a report of the stock sold during each week and the amount in which it was sold.
- At the completion of the transient retail business, the licensee shall file a report stating the total amount of stock sold and total amount for which it was sold.

### Application Checklist:

- Completed Transient Retail Business License Application (pages 2 to 3). Application must be signed in the presence of a notary public.
- A verified report of any stock to be sold.
- A cash bond of no less than \$500 and no more than \$1,000 (amount will be fixed in proportion to the estimated amount of business to be done).
- Copy of Applicant's NYS Driver's License or photo identification equivalent.

### 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)
3. Send verified report weekly of the stock that was sold and the amount in which it was sold for.



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Transient Retail Business License Application

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

Owner Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

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

Business Phone #: \_\_\_\_\_

Nature of Business/Goods to be sold: \_\_\_\_\_

Duration of business enterprise (no more than 6 months): \_\_\_\_\_

Business Hours and Days of Operation: \_\_\_\_\_

Estimated amount of gross sales: \_\_\_\_\_

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:

---

---

---



# 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 Transient Retail Business 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