



DEPARTMENT OF PUBLIC WORKS  
Ben Walsh, Mayor

## LOADING ZONE PERMIT APPLICATION & INSTRUCTIONS

**REQUIRED FOR:** Business persons with **NON-COMMERCIAL LICENSE PLATES** to utilize designated loading zones within the City of Syracuse.

### REQUIRED SUBMITTALS:

- **Loading Zone Permit Application** – signed by Applicant.
- **Application Fee** – \$25.00 per vehicle. Non-refundable. Check or Money Order payable to Commissioner of Finance.

### TERMS & CONDITIONS:

- **No person shall stop, stand, or park a vehicle for any purpose or length of time, other than for the expeditious unloading and delivery or pick-up and loading of materials. In no case shall the stop for loading and unloading of materials exceed thirty (30) minutes.** Under no circumstances does this permit allow for long term parking.
- The permit must be conspicuously displayed in the lower right-hand portion of the windshield of the vehicle visible from the outside.
- A \$25.00 fee is required per vehicle and a maximum of two (2) permits will be issued per business. The permit will remain effective for one (1) year from the date issued and it is the responsibility of the business owner to contact the Central Permit Office for renewals. An additional \$15.00 fee will be imposed for a lost/damaged permit or if the vehicle data should change. Please make checks payable to "Commissioner of Finance." Payment is due when application is submitted.
- If the loading zone is in a metered area, driver is required to pay the meter.
- Loading Zone Permit will not be issued if applicant, vehicle owner or vehicle driver has outstanding parking violations in the City of Syracuse.
- **The Commissioner of Public Works has the authority to revoke the permit of anyone who abuses or allows to be abused the conditions listed on this application and permit.**

### SUBMITTAL INSTRUCTIONS:

- 1) Application and Application Fee must be submitted together. Incomplete or partial applications will not be processed.
- 2) Application and Fee must be submitted to the:

**Central Permit Office**

201 E. Washington St., Room 101

Syracuse, NY 13202

(P) 315-448-4715

[CentralPermitOffice@SyrGov.net](mailto:CentralPermitOffice@SyrGov.net)

[www.syr.gov.net/Central\\_Permit\\_Home.aspx](http://www.syr.gov.net/Central_Permit_Home.aspx)



LOADING ZONE PERMIT APPLICATION  
(for Non-Commercial License Plates)

Business Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type of Deliveries: \_\_\_\_\_

Reasons Permit Needed: \_\_\_\_\_

**1<sup>st</sup>. License Plate #:** \_\_\_\_\_

Registered Vehicle Owner: \_\_\_\_\_

Registered Owner's, Driver's License #: \_\_\_\_\_

Principal Driver (If not registered owner): \_\_\_\_\_

Principal Driver's License #: \_\_\_\_\_

**2<sup>nd</sup> License Plate #:** \_\_\_\_\_

Registered Vehicle Owner: \_\_\_\_\_

Registered Owner's, Driver's License #: \_\_\_\_\_

Principal Driver (If not registered owner): \_\_\_\_\_

Principal Driver's License #: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Please print name: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Approved: \_\_\_/\_\_\_/\_\_\_

Date Issued: \_\_\_/\_\_\_/\_\_\_

Date Expired: \_\_\_/\_\_\_/\_\_\_

Denied: \_\_\_\_\_ Reason(s) Denied: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Public Works: \_\_\_\_\_