



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Overweight Vehicle Permit Application Instructions

**Overview:** The Overweight Vehicle Permit is required to operate or drive an overweight vehicle on any public street, roadway, bridge, or viaduct in the City of Syracuse. Weight limitations are accounted for in Section 385 of the Vehicle and Traffic Law of the State of New York.

### Application Contents:

- Permit Requirements
- Application Checklist
- Submittal Instructions
- Overweight Vehicle Permit Application, pages 2 to 3

### Permit Requirements:

- The application must be submitted 7 business days prior to operating or driving an overweight vehicle.
- The Overweight Vehicle Permit must be renewed annually and is good for one year after it is issued.
- The person, partnership, firm, or corporation to whom the Overweight Vehicle Permit is issued must pay the expenses of all repairs to pavements, bridges, viaducts, roadways, manholes, sewers, receivers, or any other public property that the City of Syracuse determines is damaged because of the overweight vehicle.
- The vehicle or combination of vehicles must not operate or move over any bridge, viaduct, or other structure on any street or roadway in the City if the weight and load of such vehicle is greater than the capacity of the structure or exceeds the height of the posted clearances.
- No person shall operate or drive any tractor or other vehicle having any wheel or moveable track or tread thereof equipped with metal lugs, cleats, grouser shoes, or similar devices on any public highway or bridge in the City unless they are properly covered and guarded.
- The permit holder must always have a copy of the Overweight Vehicle Permit and the New York State Divisible Load Permit in the permitted vehicle.
- The permit holder must be in compliance with all other rules and regulations described [in Chapter 55, Section 53 of the City of Syracuse Ordinances](#).

### Application Checklist:

- ☐ Completed Overweight Vehicle Permit Application, signed in the presence of a notary public.
- ☐ Application Fee Based on Vehicle Type. Check or Money Order payable to Commissioner of Finance.
  - \$200 for Type 1 (F1)
  - \$300 for Type 1A (F1), Type 7, Type 9 (F2), or Type 8 (F3).
- ☐ Copy of New York State Divisible Load Permit.
- ☐ Certificate of Insurance with \$1 million General Liability, listing the City of Syracuse as additionally insured.
- ☐ Auto Insurance Policy with a minimum limit of \$500,000 and a minimum of \$50,000 property damage coverage, listing the City of Syracuse as additionally insured.
- ☐ Copy of Vehicle Registration.

### Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fees, and documents must be submitted to:

#### City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-4754 | [permits@syр.gov](mailto:permits@syр.gov)



# CENTRAL PERMIT OFFICE

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## Overweight Vehicle Permit Application

Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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:

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Vehicle Weight: \_\_\_\_\_ Date of Trip: \_\_\_\_\_ No. of Miles in Syracuse: \_\_\_\_\_

Route Description (include start and end points):

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### Power Unit or Single Unit Information:

Vehicle Type (circle one): Type 1 (F1)    Type 1A (F1)    Type 7    Type 9 (F2)    Type 8 (F3)

US DOT Number of Carrier: \_\_\_\_\_ Power Unit Registration Plate Number: \_\_\_\_\_

Power Unit Registration Plate Number: \_\_\_\_\_ Power Unit VIN Number: \_\_\_\_\_

Number of Axles: \_\_\_\_\_ Manufacturer's Gross Vehicle Weight Rating (GVWR): \_\_\_\_\_

Year and Make of Vehicle: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

### Trailer Information:

Trailer VIN Number: \_\_\_\_\_ Year and Make: \_\_\_\_\_

Trailer Registration Plate Number: \_\_\_\_\_ State of Registration: \_\_\_\_\_

Number of Axles: \_\_\_\_\_ Manufacturer's GVWR: \_\_\_\_\_

Current/Valid NYS Divisible Load Permit Number: \_\_\_\_\_



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The undersigned \_\_\_\_\_ does hereby apply to the City of Syracuse, State of New York, to engage in the business of utilizing an overweight vehicle, pursuant to Chapter 55 of the Revised General Ordinances of the City of Syracuse.

## Indemnification Statement

Upon issuance of the Overweight Vehicle Permit, 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 Overweight Vehicle Permit, if 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 permit.

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