# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Liability Waiver Permit Application Packet

**Overview:** The Liability Waiver Permit is required for the closure or partial closure of a street or sidewalk for work occurring in the Right-of-Way (R.O.W.) in the City of Syracuse. R.O.W. is defined as the land and facilities that are maintained and regulated for public use, typically roads and sidewalks and the utilities and amenities on, under, or above them.

**Contents:**


Permit Requirements:..... 1
Application Checklist:..... 1
Submittal and Payment Instructions: ..... 1
Liability Waiver Permit Application ..... 2
Liability Waiver Work Form ..... 4
Liability Waiver Permit Fees Table..... 5


### Permit Requirements:

- Application and documents must be submitted 10 days prior to construction.
- The Liability Waiver Work Form must be completed to determine applicable non-refundable fees. For a complete list of fees associated with the Liability Waiver Permit, see page 5.
- If metered parking spaces are affected by work, the applicant must complete and submit the Parking Meter Rental Application with the Liability Waiver Permit Application submission.

### Application Checklist:

- ☐ Completed Liability Waiver Permit Application.
- ☐ Completed Liability Waiver Work Form.
- ☐ Completed Parking Meter Rental Permit Application (if applicable).
- ☐ Insurance Certificate from Contactor, in the amount of $1 million for General Liability, listing the City of Syracuse as additionally insured.
- ☐ Temporary Traffic Control (TTC) Plan:
    - Must show all traffic control devices being used (signage, cones, barricades, etc.), as well as how the applicant will block off the street or sidewalk where the work is occurring.
    - Must show how the applicant plans to route pedestrian/vehicular traffic around the work.
    - Must show dimensions of street/sidewalk left open to pedestrian/vehicular traffic.
    - Must be in accordance with the Federal Manual of Uniform Traffic Control Devices (MUTCD) most recent edition.

### Submittal and Payment Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Upon submission, an invoice will be sent to the applicant and must be paid before the permit is issued. Payment must be made by Check or Money Order payable to the Commissioner of Finance.
3. Application and all materials must be submitted to the **Central Permit Office, One Park Place, 300 S. State St., Syracuse, NY 13202**. If you have questions or concerns about the permitting process or requirements, please contact 315-448-4754 or permits@syr.gov.

# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

**Liability Waiver Permit Application:**

Company Name: _____

Address: _____

_____

Contact Name: _____

Home Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

Request (check all that apply):

_____Partial Street Closure _____Full Street Closure _____Dumpster

_____Partial Sidewalk Closure _____Full Sidewalk Closure _____Cranes In-Transit

_____Concession Stand _____Lift Truck, Window Washer _____Item on Sidewalk

_____Other: _____

For a partial sidewalk closure or item on sidewalk, the applicant must verify there is 3 feet of uninterrupted sidewalk space for pedestrians.

For a dumpster, the Waste Hauler must be licensed to operate in the City of Syracuse pursuant to the City of Syracuse Solid Waste Collection and Disposal Ordinance.

Waste Hauler Business Name: _____

Location: _____

_____

_____

Task to Perform: _____

_____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Applicant's Signature: _____Date: _____

Please Print Name: _____

---

**FOR OFFICE USE ONLY**

Date Received: _____ TTC Plan Attached: ____ Yes ____ No

Insurance Certificate Attached: ____ Yes ____ No Expiration Date: _____

Workers Compensation Included: ____ Yes ____ No Expiration Date: _____

Date TTC to DOT for review: _____ Date TTC back from review: _____

Comments: _____

_____

_____

Waste Hauler Information: _____

Waiver #: _____

# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

**Liability Waiver Work Form:**

Project Name: _____

Project Location: _____

Contractor: _____

Start Date: _____ End Date: _____

| Construction Type | Applicable | Dimensions |
|---|---|---|
| **WORK ZONE TRAFFIC CONTROL & CONSTRUCTION STAGING** | | |
| Dumpster | Yes or No | _____ Number of Dumpsters |
| Construction Trailer | Yes or No | _____ Number of Trailers |
| Machinery | Yes or No | _____ Number of Machines |
| Materials Staging | Yes or No | _____ Square Feet |
| Advertising Signs | Yes or No | _____ Number of Signs |
| Scaffolding | Yes or No | _____ Linear Feet Per Story<br>_____ Number of Stories |
| **STREET PARKING** | | |
| Are City of Syracuse Metered Parking Spaces impacted by the construction? | Yes or No | If yes, the applicant needs the Parking Meter Rental Permit |
| Temporary Removal of Existing Parking Meters | Yes or No | _____ Number of Parking Meters |

**CERTIFICATION:**

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws. I understand that incorrect or erroneous information may be grounds for rejection of the Right-of-Way Permit Application and subject to the City of Syracuse Right-of-Way Violations Fine Fee Schedule.

| | |
|---|---|
| Signature: | Date: |
| Name: | Title: |
| Address: | Phone Number: |

**Liability Waiver Permit Fees Table:**

| WORK ZONE TRAFFIC CONTROL & CONSTRUCTION STAGING | | |
|---|---|---|
| **Type** | **Fee** | **Notes** |
| Dumpster | $100 Non-Refundable | Assessed per dumpster, occupying the R.O.W. per 14-day period |
| Construction Trailer | $100 Non-Refundable | Assessed per trailer, occupying the R.O.W. per 14-day period |
| Machinery | $100 Non-Refundable | Assessed per machine or equipment, occupying the R.O.W. per 14-day period |
| Materials Staging | $500 Non-Refundable | Assessed per 150 sq ft occupying the R.O.W. per 14-day period |
| Advertising Signs | $500 Non-Refundable | Assessed per sign promoting company or business or similar, installed within the R.O.W. |
| Scaffolding | $10 ($100 minimum) Non-Refundable | Assessed per linear foot per story, installed within the R.O.W. per 14-day period |
| Note: The minimum assessment is 14 days, thereafter the assessment is based on additional 14-day increments, based on provided start / end date. Assessment for use and occupation of the City R.O.W. is based on permanent (24 hours) encumbrance of any area of the R.O.W. within the 14-day period. Machinery, equipment, materials removed daily from the R.O.W. are not assessable. | | |
| **STREET PARKING** | | |
| Current Parking Space | $18 per day per parking space (one-day minimum) Non-Refundable | Excluding Sundays and holidays |
| Temporary Removal of Existing Parking Meters | $1,500 Non-Refundable | Per Meter |

**Note:** For fees tied to dimensions, all measurements shall be rounded up to the nearest whole number, and payment shall be made on this basis.

All Right-of-Way Permits are subject to the Violations in the Right-of-Way Violation Table. Please visit syr.gov/right-of-way for more information.