

Schedule of Fees:

Structures containing more than two units or any mixed-use structures

\$55.00 plus \$20.00 additional for each additional unit in excess of two

A fee is not required where the owner of the premises is a duly-constituted, not-for-profit, limited-profit or limited-dividend housing organization of an individual of limited income over 65 years of age, who is receiving partial property tax exemption pursuant to Ordinance 353-1966, as amended from time to time.

Checks should be made payable to COMMISSIONER OF FINANCE, and sent with this application to the Division of Code Enforcement, 201 E. Washington Street, Syracuse, New York 13202-1430.

**MAIL CERTIFICATES, APPLICATIONS AND APPROPRIATE FEES TO:**

Department of Community Development  
Division of Technical Services  
City Hall Commons  
201 E. Washington Street – Room 101  
Syracuse, New York 13202-1430  
(315) 448-8600



**APPLICATION FOR CERTIFICATE OF COMPLIANCE**  
**(for buildings of three families or more, or mixed-use structures)**

Property Location: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
(street) (city) (State) (Zip)

**If owner resides outside of Onondaga County. Agent's name, address and telephone are required.**

Agent's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Agent's Address: \_\_\_\_\_  
(street) (city) (State) (Zip)

PROPERTY DESCRIPTION

Number of structures on lot \_\_\_\_\_ Type of Construction: Masonry \_\_\_\_\_ Wood Frame \_\_\_\_\_

Number of : Apartments: \_\_\_\_\_ Sleeping Rooms: \_\_\_\_\_ Commercial Units: \_\_\_\_\_  
(Rooming House ONLY) (1) Occupied as: \_\_\_\_\_  
(2) Occupied as: \_\_\_\_\_

Total units by stories: Auxiliary Buildings? (INDICATE WITH AN X)  
Cellar \_\_\_\_\_ 0.    NONE  
Basement \_\_\_\_\_ 1.    1-CAR MASONRY GARAGE  
First Floor \_\_\_\_\_ 2.    2-CAR MASONRY GARAGE  
Second Floor \_\_\_\_\_ 3.    3 OR MORE CAR MASONRY GARAGE  
Third Floor \_\_\_\_\_ 4.    1-CAR WOOD FRAME GARAGE  
Fourth Floor \_\_\_\_\_ 5.    2-CAR WOOD FRAME GARAGE  
6.    3 OR MORE CAR WOOD FRAME GARAGE  
7.    CARRIAGE HOUSE  
8.    SHED

(3) Occupied as: \_\_\_\_\_  
(4) Occupied as: \_\_\_\_\_

Attic: \_\_\_\_\_ (Y) \_\_\_\_\_ (N)

Car Spaces \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING:**

\_\_\_\_\_ This application is being made pursuant to Property Conservation Code Section 27-15, A., in contemplation of a transfer of title to:

Purchaser's Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ This application is being made pursuant to Property Conservation Code Section 27-15, B., as required every five (5) years for dwellings of three families or more or buildings of mixed occupancy.

Arrangements for making inspection may be obtained by calling:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fee \$ \_\_\_\_\_ is attached.

I, the owner of subject property, hereby apply for a Certificate of Compliance and authorize the required inspections.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of owner is required.

**SEE REVERSE SIDE FOR FEE SCHEDULE**

Receipt No, Issued \_\_\_\_\_ Quadrant \_\_\_\_\_ District \_\_\_\_\_ Accepted by \_\_\_\_\_

Comments: \_\_\_\_\_